**Assistant-Treasurer  
The duties of the Assistant-Treasurer shall be to:**

a) Assist the Treasurer in carrying out his/her assigned duties

b) Work with the treasurer to develop a budget for the membership

c) Act in lieu of the Treasurer in case of his/her absence

d) Act, at the request of the Executive Committee, as Treasurer of specific committees

e) Act as the Treasurer of the Pro-D Fund

f) Act as a member of at least one of the committees of the CTA (see B.17)

g) Participate at all Executive Meetings, Staff Rep Assemblies and General Meetings

h) Attend at least one School Board meeting a year

i) Perform such duties as assigned by Executive Meetings, Staff Rep Assemblies or General Meetings