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

a) Maintain, or cause to be maintained, accurate records of the financial business of the CTA

b) Present to the Annual Meeting, for its approval, a budget prepared in consultation with the Released Officers

c) Submit detailed financial statements covering the year's operation, including reports to the Fall General Meeting and the January General Meeting

d) Provide a financial statement, including a monthly detailed category report and Treasurer’s report, for each Executive meeting

e) Arrange for audit of CTA Finances as needed

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