Section D: Fiscal Management



DBA

SECRETARY-TREASURER POSITION SUMMARY

File DBA

The Secretary-Treasurer is responsible for planning and implementing all administrative functions related to matters that involve:

- a) Finance;
- b) Accounting;
- c) Purchasing;
- d) Record-keeping;
- e) Auditing;
- f) Insurance;
- g) Maintenance; and
- h) Transportation.

See also: CC