

## Duties of CMPS Secretary-Treasurer

The Secretary-Treasurer shall be responsible for Section files, records, and funds; shall record the minutes of all meetings, maintain the membership rolls noting whether individuals are regular or associate members, and issue notices of meetings, shall be responsible for receipt and disbursement of Section funds; and shall, within 20 days after the close of the Section year report all official actions of the Section, including a calendar year financial statement, to the Executive Director of the Society, the Section Representative to the Society, the Executive Board of the Section, and to Section membership in the first newsletter of the new Section year, complete reports required in Article VII, Section 2 of the Bylaws and make available to the election committee updated information on membership status. The Secretary-Treasurer's report at the Annual Business Meeting shall provide the membership a financial statement covering the period since the last Annual Business Meeting.

The Secretary-Treasurer will be appointed by the President for a 2-year term.