

El Paso Scottish Rite Serving all Bodies

Treasurer

Bylaws Duties:

The Treasurer shall receive from the Secretary all monies received for the Bodies and the Almoner's fund, keep an accurate record thereof, and pay them out on order of the Lodge of Perfection. All funds shall be disbursed by check with at least two signatures.

Monitor Duties:

Receives all moneys from the Secretary, makes due entry thereof, and pays them out by order of the Body.

Installation Duties:

Charge to the Treasurer:

It is your duty to receive all moneys from the Secretary, make due entry of the same, and pay them out on the order of the Lodge, rendering accounts thereof at the proper season.

Fraternal Duties:

1. Provide regular financial reports to the membership.

Administrative Duties:

1. Maintain the financial records of the fraternity.
2. Coordinate with the Secretary for payment of all bills incurred by the fraternity.
3. Monitor the financial investments of the fraternity and make adjustments, if necessary, to maximize returns to the fraternity.
4. Review financial activity conducted by office staff and recommend policies, procedures and controls to assure safekeeping of the fraternity's assets as well as compliance with governmental regulations and policies set forth by the Scottish Rite leadership.

Skills and Expertise:

- Accounting knowledge
- Trustworthiness with membership