

CONTROLLER

1. The controller is responsible for the collection, expenditure and accurate accounting of all monies for the 3 yearly meetings/conference of this region.
2. Appoint members to the committee and notify the president of the appointments.
3. Notify Conference committee chairmen of deadline for submission of final bills that shall be fifteen (15) days after the meetings held.
4. Approve all conference bills in accordance with the approved budget. All exceptions are to be approved by the conference coordinator and the Board of Directors.
5. Transmit complete files to the succeeding chairman within 30 days of close of annual conference.
6. Review “General Duties of all Committee Chairmen”, and organizational chart.
7. Advise committee chairmen of budgeted amounts. Distribute voucher expense forms with instructions for completion and submission dates.
8. Advise Meals/Registration Chairman on method of depositing advance registration funds.
9. Balance meals served with Meals/Registration Committee Chairman after each meal function.
10. Approve payment of any voucher only after substantiation of itemized expenses as stated on voucher form and submit voucher to Treasurer.
11. Prepare complete financial report with a comparative statement to President within 30 days of close of each meeting/conference.