**CANP Sacramento Chapter VP of Finance Responsibilities**

The VP of Finance shall collect and receive all monies due.

The VP of Finance shall be the custodian of these monies, shall deposit them in a bank designated by the BOD, and shall disburse the same as per order of the Board.

The VP of Finance or the President shall sign all checks or notes; shall present statements to the Board at their regular meetings; shall present VP of Finance report at least quarterly at the Membership meetings; and shall keep and maintain adequate and correct accounts of the transactions of the Chapter which shall, at all reasonable times, be open to inspection by any member upon written request to the Board.

The VP of Finance shall keep records of the names, addresses and phone numbers of all members in conjunction with the President and the VP of Corporate Affairs. This is necessary to account for those who have paid membership dues and are entitled to the benefits of membership.

The VP of Finance shall attend monthly dinner meetings and quarterly BOD meetings.

The term of office shall begin in July each year for a 2-year term.