

ERTF TREASURER ROLE - KEY DUTIES

Overall	To manage ERTF bank account
1	Manage bank account
2	Accept and record payments from members for membership, conference fees, exhibition hanging fees and any other event
3	Make and record payments to conference speakers, venues, members for exhibition sales, gallery commissions and any extraneous expenses including committee travel
4	Request counter signatures from the Secretary or Chairman with relevant information for any payments made
5	Organise an exhibition sales system with exhibition leader/venue as appropriate
6	Inform secretary of membership and conference attendee payments
7	Organise insurance annually