

Treasurer Assistance Subcommittee

Mission

- To provide assistance to the treasurer in applicable duties set forth by the treasurer

Duties & Responsibilities:

- Assist the AFTE Treasurer by processing all outgoing payments of the organization
- Assist the AFTE Treasurer by providing support to committees of the organization at the direction of the treasurer and Board of Directors
- Maintain appropriate paperwork regarding duties as set forth in AFTE Policy Letter #25
- Assist the AFTE Treasurer in any and all other duties as requested by the AFTE treasurer