

Section V 6

Toastmasters International
ORGANIZATION GUIDES

Last Updated: August 20, 1997

Audited: February 23, 2007

SECRETARY-TREASURER

The Secretary-Treasurer, who shall be a member of the World Headquarters staff and who shall be appointed annually by the Board of Directors at its first meeting following the Convention, shall maintain all official records and documents of the corporation in accordance with the laws of the State of California. The Secretary-Treasurer shall issue the minutes of the Board of Directors prepared under the supervision of the Executive Director, subject to review by the Senior Vice President.

Under the supervision of the Executive Director and under appropriate bond, the Secretary-Treasurer shall manage the funds of the organization and supervise the investment of corporate funds, reporting thereon at regular intervals to the Executive Director. The Secretary-Treasurer shall submit through the Executive Director, financial reports to the Board of Directors monthly, covering all operations of the corporation, including any transfers in the investment funds.

The Secretary-Treasurer shall have such other duties and responsibilities as the Board or the Executive Director may from time to time assign.