

Finance Officer

Shall have charge of all Unit funds collected, keep accurate records of such funds and is responsible for Unit compliance with all CAF regulations, policies and directives that relate to financial matters. He shall submit to CAF Headquarters, in a timely manner, all required reports. This officer insures that all monies and property donated shall become the property of the Commemorative Air Force, Inc., and used in accordance with General Staff policies.

Specific duties include coordination of membership files with collection of dues, and payment of approved Unit debts. **He/she shall determine voting eligibility of members prior to unit elections.** He oversees finances of all Unit projects and submits Unit records for audit on an annual basis and communicates with CAF Headquarters through the Secretary Treasurer. His signature plus one more **authorized unit staff officers** will appear on all Unit checks.[See the Unit Finance Guide for detailed information]. **Also see Para. F. of this Section Unit Financial Policy. On page 2-13.**