



## Regional Officer Duties



### **Regional Grammateus (Financial Secretary)**

**Regional Grammateus (Financial Secretary):** This officer shall:

1. Keep a statistical record of chapters of the region
2. Receive dues and all monies collected from chapters; credit such remittance to their financial records, and issue receipts
3. Send all fees to the Regional Tamiochus
4. Issue vouchers for approved expenditures
5. Serve as chairperson of the Regional Conference Registration committee
6. Record the names and addresses of Regional Conference attendees and submit to the Anti-Grammateus
7. Serve as chairperson of the Regional Conference Credential Committee