

### DISTRICT 82 BUDGET AD-HOC COMMITTEE CHAIRPERSON/COMMITTEE JOB DESCRIPTION

#### **GENERAL DESCRIPTION**

The Budget Ad Hoc Committee Chairperson is appointed by the District Committee Member (DCM) to serve a two-year term and is a voting member of the district committee. In the absence of the Budget Ad-hoc Committee Chairperson, the Alternate Budget Ad-hoc Committee Chairperson is a voting member of the district committee.

#### **COMMITTEE PURPOSE**

The District 82 Budget Committee and its Chairperson will be responsible for preparing the proposed budget for the following fiscal year. It shall study/review the needs of District 82 as a whole as they relate to income and expense; to ensure a healthy but practical district financial status that honors the intent of the Seventh Tradition on self-support. The District 82 Budget Committee consists of the DCM, secretary, treasurer, and any other committee member requiring a budget.

#### **POSITION QUALIFICATIONS – BUDGET COMMITTEE CHAIRPERSON**

1. Suggested minimum of four years of sobriety
2. Two years service with the district committee
3. Commitment to serve the district committee as suggested by the position duties and responsibilities

#### **DUTIES/RESPONSIBILITIES – BUDGET COMMITTEE CHAIRPERSON**

1. Chair the Budget Ad-Hoc Committee meetings
2. Attend district meetings
3. Submit written committee reports to the district secretary
4. Be available to the DCM, the district officers, the standing committee chairpersons, and all members of A.A. in the district as a resource for questions or issues concerning the budget
5. Participate in service workshops and give presentations when asked
6. Submit an annual district budget and attend budget meetings
7. Have a willingness to learn and apply the Twelve Traditions to the position
8. The District Budget Committee Chairperson and the District Treasurer ought to work together to prepare a package to send out to all members of the budget committee before its October meeting. They work together in preparing the final proposed budget for District 82.
9. The chairperson is to keep ongoing records of the District 82 finances for purposes of having access to historical information and calculations to be kept updated annually.
10. The chairperson shall keep an ongoing record of the specific policies/procedures adopted by the district committee as they relate to finance to make sure they are passed on to the next and following budget committees of the future.
11. The chairperson should maintain calculations or copies of the calculations of the prudent reserve records.
12. All records should be maintained in a matter that can easily be passed on to successive committee chairpersons, both in hard copies and on computer. If the committee chairperson does not work with computers someone on the committee can assist with this responsibility.
13. The chairperson ought to assist the treasurer on any matters where assistance is sought.

## **DUTIES/RESPONSIBILITIES – BUDGET COMMITTEE**

1. The District 82 Policy and Procedure Manual provide that The Budget Committee will have a voting chairman plus other members, including the District Treasurer.
2. The committee, its chairman, and members will be responsible to the district committee. As such, it will make reports and recommendations to the district committee for approval on any financial matter it was given to review. All recommendations will be made only after substantial unanimity is reached among the members of The Budget Committee.
3. The Budget Committee ought to meet in late September or early October to formulate the proposed budget for the following year. The proposed budget is presented at the November district meeting and voted on in December. The Budget Committee meets quarterly plus other meetings as needed to address concerns of the district finances.

Revised Sept 2011  
District 82 Budget Adhoc Comm Job Description