

DISTRICT 82
TREASURER/ALTERNATE TREASURER
JOB DESCRIPTION

District 82
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GENERAL DESCRIPTION

The Treasurer is elected by the district committee to serve a two-year term and is a voting member of the district committee. In the absence of the Treasurer, the Alternate Treasurer is a voting member of the district committee.

POSITION DESCRIPTION

The District Treasurer is someone with at least four years of continuous sobriety and with a minimum of two years of service within District 82. The Treasurer is responsible for keeping good records and should be a careful guardian of district funds. Disbursing funds only for the items approved by the District Committee. In addition, because of the critical nature of the job, the Alternate Treasurer should work with the Treasurer as closely as possible. The Alternate Treasurer should be able to execute the job in the absence of the Treasurer.

POSITION QUALIFICATIONS

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

Although not required, it is helpful for the Treasurer to have a background in accounting/bookkeeping and/or computer operations. If the Treasurer does not have this background, he or she will require help learning the bookkeeping system and it will be necessary for the outgoing Treasurer to assist the incoming Treasurer until he/she has sufficient understanding of the system to carry out the responsibilities of the position. Per the Policies and Procedures Manual, "The District Treasurer, as directed and authorized by the District 82 Committee, shall conduct all financial activities of District 82."

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

1. Attend district meetings
2. Submit written committee reports to the district secretary
3. 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 finances
4. Participate in service workshops and give presentations when asked
5. Submit an annual district budget and attend budget meetings
6. Have a willingness to learn and apply the Twelve Traditions to the position
7. Receive contributions and make timely deposits of such
8. Track and report group contributions and all incoming and outgoing financial transactions
9. Compile and print monthly Treasurer's Reports for distribution to the District Committee and present the report at the monthly District Committee meeting
10. Promptly and accurately pay district expenses
11. Prepare the annual Form 990 Federal Information Return (if required)
12. Update signature authority on bank accounts when necessary
13. Ensure the transition of signature authority at the end of the term of office
14. Communicate with and involve the Alternate Treasurer