

Alcoholics Anonymous District 90

TREASURER

Revised Job Description 2018

Position Duties/Responsibilities

1. Maintain monthly financial records and present 4-page financial statement at the monthly GSR meeting.
2. Pick up mail at the Post Office at least once a week and deposit all group contributions in a timely manner.
3. Renew post office box annually.
4. Pay GSR meeting rent monthly.
5. Write checks for all District expenditures in accordance with the annual budget.
6. Work closely with the Finance Chair to maintain and revise the budget as needed.
7. Prior to the May GSR meeting provide the Finance Chair the necessary information to project the income and unrestricted reserves for the forth-coming year and assist him/her in developing the budget proposal.
8. In September of each year meet with the Finance Chair, Conference Chair, and the Ninth District Intergroup Chair regarding the Districts financial needs for the following year.
9. Start bringing the Alternate Treasurer up to speed by the middle of your second year in office.
10. All records are to be transferred to Archives at the end of each term.