

Alcoholics Anonymous District 90

FINANCE CHAIR

Revised Job Description 2018

Position Duties/Responsibilities

1. Work closely with the Treasurer to maintain and revise the current budget as needed.
2. Prior to the May GSR meeting, work with the Treasurer to project the income and unrestricted reserves for the forth-coming year and assist him/her in developing the information needed for the budget proposal meeting.
3. Conduct a meeting immediately prior to the May GSR with all parties that have a budget, to formulate a budget proposal to be submitted at the June GSR meeting for consideration and for approval at the July GSR meeting.
4. In September of each year meet with the Conference Chair, District Treasurer and the Ninth District Intergroup Chair as to their financial needs for the following year. With this information you will be able to make an informed recommendation to the GSR Committee in October regarding the distribution of the Conference proceeds.
5. Start bringing the Alternate Finance Chair up to speed by the middle of your second year in office.
6. All records are to be transferred to the Archives at the end of each term.