

POSITION TITLE: Treasurer

UPDATE DATE: 5/11/2018

UPDATED BY: Finance Committee (Panel 56, 2016-2018)

POSITION DESCRIPTION

The role of the Treasurer is to maintain the financial records of WIUPMI-Area 61, receive and disburse funds, prepare yearly budget and periodic financial reports.

JOB REQUIREMENTS

- ❖ Ability to work with numbers. Working knowledge of spreadsheet software.
- ❖ Ability to correspond via email.
- ❖ Detail-oriented with good organizational skills.
- ❖ *Useful skills: Familiar with the Twelve Concepts of Service, working knowledge of word processing software and money program.*

DUTIES & RESPONSIBILITIES

- ❖ As needed
 - Receive, record and deposit all contributions/funds.
 - Record contributions & funds using spreadsheet software.
 - Disburse funds to pay for Area expenses and record using spreadsheet software.
 - Work with the Finance Committee (FC) on an ongoing basis on financial issues as they arise.
 - Help the Area Convention Treasurer as needed.
 - If the Delegate cannot attend any AA Conference, participate in the Regional Alateen Convention, District Workshops or the TEAM event, the Alternate Delegate will represent the Delegate. This is followed by the Chair, Secretary, and Treasurer if the Alternate cannot attend.
 - Following your term, act as a mentor to your successor.
- ❖ Monthly
 - Balance checkbook with bank statement (probably using a money program).
- ❖ Quarterly
 1. Once per quarter, bank statements and financial books will be reviewed for accuracy by at least one member of the Finance Committee and the Treasurer.
 - Prepare financial statements and reports for the AWSC and Assemblies. These include the Financial Report, the Budget vs. Revenue/Expenses Report; the Group Contributions Reports and the Officer & Coordinator Reports. Submit reports to the Secretary by the deadline.
 - Maintain the Area's Officers and Coordinators' folder/mail container and bring to Area business meetings.
 - Work with the meeting/event's hotel to make Officer & Coordinator room reservations and handle the direct billing arrangements.
 - Take a leadership role on the Finance Committee.

- ❖ Semi-annual
 - Attend Policy Committee meetings (if scheduled), Spring & Fall AWSC meetings, and Spring & Fall Assemblies. Submit report, if necessary.
- ❖ Annual
 - Prepare the budget with the Finance Committee for upcoming year.
 - Prepare annual financial statements.
 - File annual tax reports to the IRS and State of Wisconsin.
 - Transfer funds from working funds to the Reserve funds as needed.
 - Renew CDs as they mature.
 - Make sure the Equalized expenses are paid to World Service Office (WSO).
 - Renew insurance policies and licenses.
 - Keep all financial forms and guidelines up to date.
 - Prepare financial disclosure statements in advance of and be available during annual financial audit.
 - At least once a year, send a special appeal letter to all groups asking them to contribute to the Area treasury to cover expenses.
- ❖ End of term
 - Schedule a Position Turnover Meeting with your successor immediately after the Fall Election Assembly to begin preparing her/him to be able to fulfill the position at the beginning of the new term (January 1). Hand over all materials that you will not need to fulfill your duties through the end of your term. Hand over any materials held back after your term ends.

PUBLISHED RESOURCES

- ❖ Reserve Fund Guideline (G-41).
- ❖ AI-Anon/Alateen Service Manual.
- ❖ WIUPMI-Area 61 Policy Manual.

OTHER RESOURCES

- ❖ Former Area Treasurers.