



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved:

Effective Date:

Position: AREA TREASURER

Term: 3 years

Elected by the Virginia Area Assembly

Reviewed: January 2024

General Description:

The Treasurer is responsible for the collection and distribution of all Virginia Area funds. The Treasurer maintains all financial records of the Area, keeping a record of all incoming contributions and providing a written receipt to the contributing entity, if appropriate. The Treasurer disburses payments for bills and expense reimbursements. The Treasurer maintains a balanced checkbook and provides written reports to the VAWSC and the Assembly. The Treasurer is responsible to consult with VAWSC and produce a yearly budget.

Expenses incurred by this position are covered in the Treasurer's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks:

- Accept and deposit all Group, District and individual contributions, maintaining a record of each group's contributions and providing a receipt to each, if appropriate
- Receive the monthly bank statement and ensure the checkbook is in balance
- Pay all bills in a timely manner
- Obtain expense receipts and write checks to reimburse Officers, Coordinators and other trusted servants for VAWSC and Assembly expenses
- Provide a financial report for each VAWSC meeting and Assembly, including a copy of the current income and expenses, the current budget, and year to date contributions
- Back up all VA Area computer files regularly
- Develop a yearly budget to be presented to the voting GR's at the Fall Assembly to be approved for the following year
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual
- Act as signatory on ~~the~~ **all Virginia Area Checking Accounts along with at least one other Area officer**
- Tasks can be shared between the Area Alternate Treasurer and Area Treasurer as desired

Time:

- Twice yearly Assemblies are two-day events
- Twice yearly VAWSC Meetings are one-day events
- Officer Meetings are one day events
- Handling contributions takes approximately 6 -10 hours per month
- Producing written reports requires approximately 3 - 4 hours per event
- Producing the yearly budget takes approximately 10 hours per year

Position Requirements and Desired/Helpful Skill:

- Computer word processing ability and simple spreadsheet skills
- Ability to produce financial reports
- Ability to read bank statements and maintain a balanced checkbook
- Proficiency in the use of email for communication with the Virginia Area Officers, Coordinators, the VAWSC and WSO
- Ability to explain financial reports and budgets to others
- Thorough knowledge of the AI-Anon/Alateen Service Manual
- Have a Service Sponsor