JOB DESCRIPTION
Proposed 2 March 2019 VAWSC Meeting
Proposed Effective Date 20 October 2019

Position: AREA ALTERNATE TREASURER
Term: Three years
Appointed by the Area Chair (Interim)
Elected by the Virginia Area Assembly

General Description
The Alternate Treasurer, working in close coordination with, and receiving guidance from, the Treasurer, represents the Treasurer as needed and performs tasks for the Area as requested by the Area Treasurer and by the Area Chair. Subject to confirmation by the Assembly, the Alternate Treasurer becomes the Area Treasurer if the Area Treasurer were to become unable to perform his or her duties.

If the Area Officers were to determine that Area operations would be more effectively served by appointing the Alternate Treasurer to serve as the Area Convention Treasurer, the incumbent’s primary duties would be described by the Area Convention Treasurer job description, and some of the duties listed below would not apply, so that duties would not overburden the incumbent.

Expenses incurred by this position are covered in the Area budget under the various meetings and functions supported by the position. These expenses include, but are not limited to, expenses to attend Assemblies, VAWSC Meetings, Committee meetings, other Officer meetings, and printing, copying, postage, travel, etc.

Tasks and Estimated Time Required
• Assists the Treasurer and other Area Officers as needed (10 hrs/yr.).
• Attends Officer meetings, VAWSC meetings, and Assemblies (144 hrs/yr.).
• Acts as one of the signatories on the VA Area and Convention bank accounts (2 hrs/yr.).
• Potential: Serves as the Convention Treasurer after the 2019 Convention (100 hrs/yr.).

Position Requirements and Desired/Helpful Skills
• The position of Area Alternate Treasurer is elected from current or previous DR’s.
• Organizational skills.
• Communication skills that reflect the principles of Al-Anon.
• Proficiency in the use of e-mail.
• Ability to produce financial reports.
• Ability to understand bank statements and to maintain a balanced checkbook.
• Ability to develop an organizational budget.
• Ability to explain financial reports and budgets to others.
• Ability to use Quicken or Quickbooks.
• Ability to generate and format Microsoft Excel and Word documents.
• Ability to use a scanner.
• Have a service sponsor.