

Virginia Area Al-Anon and Alateen Family Groups

Position: Alternate Treasurer

Term: 3 Years

General Description

The Alternate Treasurer, working in close conjunction with and receiving guidance from the Treasurer, fills in for the Treasurer as needed. In addition, the Alternate Treasurer compiles and reports on Assembly evaluations. Expenses incurred by this position are covered in the Alternate Treasurer's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

- Assist the Treasurer in the event he/she needs assistance.
- Compile Assembly Evaluations and send to the Chair after each Assembly.
- Maintain a thorough knowledge of the Al-Anon/Alateen Service Manual.

Time

- Twice yearly Assemblies are two-day events.
- Twice yearly VAWSC Meetings are one-day events.
- Officer Meetings are one-day events.
- Processing Assembly evaluations and reports approximately 5 hours per Assembly.

Position Requirements and Desired/Helpful Skills

- Computer word processing ability and simple spreadsheet skills for producing financial reports.
- Produces written report of Assembly evaluation
- 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.