

## **TREASURER Job Description (Two Year Term)**

The Treasurer:

- has a reasonable period of continuous sobriety;
- has an understanding of the AA program and of AA Traditions;
- has the willingness and availability to regularly attend Area Assemblies and Committee Meetings;
- has access to a computer with the Internet and email facilities (preferably not an employer's);
- is a responsible person who can keep good records and handle money with integrity;
- has a background which includes book keeping or an understanding of sound accounting practices;
- gives a full report of the financial situation of the Area at each Area Assembly;
- Takes the lead when a bank account signatory needs to be removed or added
- may be responsible in assisting to raise funds for the support of Area and National Office in a firm diplomatic way;
- passes on all records, bank account names and numbers and any other essential information when he or she rotates off;
- works with committee members to ensure all invoices are paid in a timely and prompt manner to the GSO.