

# VIRTUAL AREA

## Treasurer Position Description (Two Year Term)

1. Has a substantial period of continuous sobriety
2. Has an understanding of the AA program and AA traditions
3. Has the willingness and availability to regularly attend Area Assemblies and Committee Meetings
4. Has access to a computer which is not publicly shared, has secured internet, and a personal email account
5. Is a responsible person and can keep good records and handle money with integrity
6. Has a background which includes book keeping or an understanding of sound accounting practices
7. Gives a full report of the financial situation, two weeks prior to attending each Area Assembly
8. Takes the lead when a bank account signatory needs to be removed or added
9. Works with committee members to ensure all invoices are paid in a timely and prompt manner to the GSO, and other payments as required
10. Enabling a smooth transition of bank account records, signatories etc. when tenure expires
11. Assists virtual groups with general enquiries and in setting up a bank account
12. Arrange signatories to be added, or removed as needed, to the WhatsApp chat for banking.

Updated 22/2/26