

VIRTUAL AREA

Treasurer Job Description (Two Year Term)

- Has a substantial period of continuous sobriety
- Has an understanding of the AA program and 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 employers)
- Is a responsible person and 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
- Works with committee members to ensure all invoices are paid in a timely and prompt manner to the GSO
- 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

Updated 6/9/22