



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION **Approved: by the Assembly 7 August 2021** **Effective Date: 21 August 2021**

Position: AREA CONVENTION TREASURER

Term: Three years

Appointed by the Area Chairperson

Reviewed: July 2021

General Description

The Area Convention Treasurer is responsible for the collection and distribution of all Virginia Area Convention funds and the accurate and current maintenance of all financial records of the Virginia Area Convention, including budget preparation, expenditures, and budget transfers.

Expenses incurred by this position are covered in the Area Treasurer's budget (reference the Virginia Area Treasurer's Report for actual budget amount).

Tasks

- Work with the Convention Coordinator and the Convention Liaison to develop the Virginia Area Convention budget.
- Present the Virginia Area Convention budget to the Area Officers for approval.
- Act as one of the signatories on the Virginia Area Convention checking account.
- Accept and deposit all Convention payments and contributions.
- Maintain a record of all payments and contributions.
- Receive the monthly bank statements and ensure that the Virginia Area Convention checkbook is in balance.
- Send copies of the monthly bank statements to Area Treasurer and Convention Liaison.
- Pay all bills associated with the Virginia Area Convention in a timely manner.
- Obtain expense receipts and write reimbursement checks for related Virginia Area Convention expenditures that have been approved by the Virginia Area Convention Coordinator.
- Provide a financial report for each VAWSC meeting, and each Assembly, including a copy of the current income and expenses, the current budget, and year-to-date contributions.
- Prepare a written a post-Convention financial report for the VAWSC meeting and Area Assembly.
- Retain records of the Convention Treasurer's reports and forward to the next Convention Committee.

Time

- Two-day Assemblies, currently scheduled for Spring and Fall.
- Preparation for Assemblies as needed.
- Preparation for VAWSC meetings currently scheduled for March and August.
- Handle contributions, expenses and balancing the checkbook at a minimum on a monthly basis or as needed. (Approximately 2-3 hours per month).
- Produce written reports as needed. (Approximately 2-3 hours per event).
- Produce the Virginia Area Convention budget. (Approximately 3 hours per Convention).

Position Requirements and Desired/Helpful Skills

- Thorough knowledge of the Al-Anon Alateen Service Manual.
- Verbal and written communication skills that reflect Al-Anon principles.
- Computer skills including the ability to maintain spreadsheets and/or databases.
- Proficiency in the use of e-mail for communication with the Convention Committee, VAWSC and Area Officers.
- Ability to produce financial reports.
- Ability to read bank statements and to maintain a balanced checkbook.
- Ability to explain financial reports and budget to others.
- Ability to be bonded by an insurance company.
- Ability to save and back up Area records to an external device.
- A service sponsor.