



Virginia Area Al-Anon Alateen Assembly, Inc.

AREA JOB DESCRIPTION

Approved: by the Assembly 7 August 2021

Effective Date: 21 August 2021

Position: AREA TREASURER

Term: 3 Years

Elected by the Virginia Area Assembly

Reviewed: July 2021

General Description

The Treasurer is responsible for the collection and distribution of all Virginia Area funds. The Treasurer maintains all financial records of the Area, keeping a record of all incoming contributions and providing a written receipt to the contributing entity, if a return address is provided. The Treasurer disburses payments for bills and expense reimbursements. The Treasurer maintains a balanced checkbook and provides written reports to the VAWSC and the Assembly. The Treasurer is responsible to consult with VAWSC and produce a yearly budget. Expenses incurred by this position are covered in the Treasurer's budget (reference VA Area Treasurer's Report for actual budget amount).

Tasks

- Accept and deposit all Group, District and individual contributions, maintaining a record of each group's contributions and providing a receipt to each, if a valid return address is provided.
- Receive the monthly bank statement and ensure the checkbook is in balance.
- Pay all bills in a timely manner.
- Obtain expense receipts and write checks to reimburse Officers, Coordinators and other personnel for VAWSC and Assembly expenses.
- Provide a financial report for each VAWSC meeting and Assembly, including a copy of the current income and expenses, the current budget, and year to date contributions.
- Back up all VA Area computer files regularly.
- Develop a yearly budget to be presented to the voting GR's at the Fall Assembly to be approved for the following year.
- 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.
- Handling contributions takes approximately 6 -10 hours per month.
- Producing written reports requires approximately 3 - 4 hours per event.
- Producing the yearly budget takes approximately 10 hours per year.

Position Requirements and Desired/Helpful Skills

- Computer word processing ability and simple spreadsheet skills.
- Ability to produce financial reports.
- 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.
- Ability to explain financial reports and budgets to others.
- Thorough knowledge with the Al-Anon/Alateen Service Manual
- A Service Sponsor