



## Virginia Area Al-Anon Alateen Assembly, Inc.

### AREA JOB DESCRIPTION Approved: 2024 Spring Assembly Effective Date: May 6, 2024

**Position: AREA ALTERNATE TREASURER**

**Term: 3 years**

**Elected by the Virginia Area Assembly**

**Reviewed: January 2024**

#### **General Description:**

The Alternate Treasurer, working in close coordination with, and receiving guidance from, the Treasurer, represents the Treasurer as needed and performs tasks for the Area as requested by the Area Chairperson.

Expenses incurred by this position are covered in the Area budget under the various meetings and functions supported by the position. These expenses include, but are not limited to, expenses to attend Assemblies, VAWSC Meetings, Committee meetings, other Officer meetings, and printing, copying, postage, travel, etc.

#### **Tasks:**

- Assists the Treasurer and other Area Officers as needed
- Attends Officer Meetings, VAWSC meetings, and Assemblies
- Serves as the Convention Treasurer

#### **Time:**

- Assists the Treasurer and other Area Officers as needed (10 hrs/yr.)
- Attends Officer Meetings, VAWSC meetings, and Assemblies (144 hrs/yr.)
- Serve as one of the signatories on all Area bank accounts (2 hrs/yr.)
- Serve as the Convention Treasurer (50 hrs/yr.)

#### **Necessary and Helpful Skills:**

- Organizational skills
- Communication skills that reflect the principles of Al-Anon
- Proficiency in the use of e-mail
- Ability to produce financial reports

- Ability to understand bank statements and to maintain a balanced checkbook
- Ability to explain financial reports and budgets to others
- Ability to use Quicken or QuickBooks
- Ability to generate and format Microsoft Excel and Word documents
- Ability to use a scanner
- Have a service sponsor