



Virginia Area Al-Anon Alateen Assembly, Inc.

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

Position: AREA TREASURER'S ASSISTANT

Term: 3 Years

Appointed by the Area Chair

Reviewed: January 2024

General Description:

Because all Area elected officers must have been a current or former District Representative, it is possible that no one in that pool of eligible candidates will have some or all of the necessary technical and accounting skills needed to perform all the duties required of a Virginia nonprofit corporation. In the event the elected Area Treasurer or the Area Alternate Treasurer lacks some or all of the skills to fully perform the Treasurer's job, the Area Chair may appoint a Treasurer's Assistant (equivalent to an appointed Area Coordinator) to assist the Treasurer to complete all the tasks necessary to maintain sound financial management. The Treasurer may grant the Treasurer's Assistant written authority to access to the Area bank and PayPal accounts in order to perform necessary financial transactions and may authorize the Treasurer's Assistant to maintain the Area's financial records using Intuit QuickBooks.

Tasks:

- Refer to the Job Descriptions for the Area Treasurer and the Area Alternate Treasurer.

Time:

- Refer to the Job Descriptions for the Area Treasurer and the Area Alternate Treasurer.

Position Requirements and Desired/Helpful Skills:

- Refer to the Job Descriptions for the Area Treasurer and the Area Alternate Treasurer.
- Does not require previous experience as a District Representative
- Have a Service Sponsor
- Non-Voting Position