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## New Mexico / El Paso Area 38 Service Position Manual

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Position Title: Treasurer

Term of Service: 3 years as per Area Election Cycle

How Elected: Group Representatives vote at Election Assembly

Eligibility:

Ø All AI-Anon members except members of AA

Description of Responsibilities:

\* See Area 38 Treasurer Guidelines notebook \*

- Prepares and presents an annual budget to the Area World Service Committee for approval prior to presentation to the assembly for a voting approval
- Deposit and record donations, income and issue receipts
- Disburse collected funds to appropriate members
- Prepare an annual appeal letter to groups
- Pay area bills for approved expenditures
- Prepare and present financial reports (Reports: Group / Individual Donation List, Up-to-date Income and Expense reports at the spring and fall Assemblies, Group / Individual Donation List, Up-to-date Income and Expense reports at the first and third of quarterly

Area World Service Committee meetings, \*Refer to Area 38 Treasurer Guidelines for details)

- Reconcile bank accounts
- Answer financial questions
- File and maintain records
- File Nonprofit tax return
- Plan and conduct Budget Committee meetings
- Participate in Area World Service Committee meetings, Area Assemblies, and Team meetings
- Contact District Representatives as to what is needed in their District
- Contribute to Roadrunner, Area newsletter.

References:

✓ Service Manual pages

Area Treasurer pages 124, 126, 130-131, 137

Area Officers page 129

Election/duties Area Officers pages 107-108, 129-130

AI-Anon Alateen Service Manual 2004-2006