

Position Descriptions
INDIANA AREA AL-ANON FAMILY GROUPS

POSITION NAME: Area Treasurer

TERM LENGTH: Three Years (Beginning January 1, after election)

DESCRIPTION: An Al-Anon member who has 5 current and consecutive years of Al-Anon/Alateen participation, preferably with Area experience and is not also a member of Alcoholics Anonymous. The Treasurer votes at Area World Service Committee (AWSC) meetings but not at Assemblies UNLESS he/she is also a Group Representative. Primarily, the Treasurer attends to all the regular financial duties that involve the collection and distribution of Area Assembly finances.

RESPONSIBILITIES:

- Must be bonded.
- Keeps bond policy current for Treasurer, Chairperson, Convention Treasurer, Literature Depot, and others as the Area Assembly deems necessary.
- Attends all AWSC meetings and Area Assemblies.
- Attends Area Al-Anon/Alateen Convention and participates as requested by Convention Committee.
- Participates in communication with World Service Office (WSO).
- Prepares report for each AWSC and Area Assembly itemizing income and expenditures. Distributes a copy to all AWSC members. Provides copies for anyone at assembly. Reads total receipts, expenses and balances only.
- Maintains a checking account for the Area, two signatures available with one signature required. Second signer to be appointed by the Area Chairperson. Refer to minutes of May 1, 1988 page 5.
- Records and acknowledges each groups' contribution.
- Receives appropriate documentation before paying expenses. Presents items over budget to Area Assembly. Maintains and updates: a separate schedule of payables that includes timetable, payment restrictions / requirements, percentages, allocations and date of change.
- Pays expenses, authorized by the Area Assembly, in a timely manner.
- Presents the books for audit every January.
- Prepares and presents a proposed budget at the annual AWSC budget meeting.
- Presents, for vote, AWSC approved budget to the first Assembly following the budget meeting. Provides copies for Area Assembly attendees.
- Composes an annual appeal letter for distribution by the Area Secretary with the July minutes.
- Submits the Delegate Conference expense payment to WSO as authorized by the Area.
- Files NP-20 with State of Indiana annually.
- Files a 'Business Entity Report' annually with the Indiana Secretary of State.
- Files Federal Form 990 annually.
- Makes recommendation to AWSC and Area Assembly when accounting software should be updated.
- Keeps records for 5 years, turning records older than 5 years over to the Archives Coordinator. All records are the property of Indiana Area Assembly and should be returned at the end of his/her term.
- Gives no opinion on candidates during nominations and elections.

REFERENCES: Al-Anon/Alateen Service Manual
Al-Anon Family Groups Area Assembly By-Laws

Approved 07/16/2016