

# Area Treasurer

## **GENERAL DESCRIPTION:**

The Area Treasurer is elected by the Group Representatives at the Fall Assembly to serve a 3-year term. The Treasurer handles all Area/Assembly collections and funds.

## **SKILLS NEEDED FOR POSITION (or ability and willingness to learn):**

- Possession of, knowledge of and capability to use the AI-Anon Service Manual;
- Prepare Budget
- Balance check book
- Computer capable to:
  - ◊ Prepare documents in Word, Excel and/or PowerPoint or other office suite software;
  - ◊ Create spreadsheets
  - ◊ Create pdf documents for distribution to members and posting to yahoo e-group;
  - ◊ Make PowerPoint presentations
- Ability to research and use internet capability
- Video teleconferencing (i.e. Skype)
- Conference calling
- Online meetings (Join.com, GotoMeeting, Webex, etc.)
- Chat

## ***Travel/Time Commitment***

- Heads the Area Budget committee, which meets once per year before the Area Committee meeting;
- Pay all Area Meeting and Assembly expenses, including reimbursements to Area Committee members;
- Attend all Area Committee meetings, which are held twice per year in each year of the panel, traditionally for eight hours on Saturdays, as well as the Area Committee Orientation, which is held for two days in the first year of the panel;
- Attend all Area Assemblies, which are held twice per year for two days each. The Spring Assembly is traditionally held on Oahu, and the Fall Assembly is traditionally held on a Neighbor Island;
- Participate in periodic Area Committee telephone conference calls to handle the affairs of the Area between Assemblies.

## **REFERENCES: (List Service Manual with specific pages, specific WSO guideline(s), local policy, etc.):**

- 2014-2017 AI-Anon Alateen Service Manual (Pages 159-160) (available at [www.al-anon.alateen.org/members](http://www.al-anon.alateen.org/members));
- Hawaii World Service Area Policies and Procedures (available at [www.afghawaii.org/policies.html](http://www.afghawaii.org/policies.html)):
  - ◊ Section I (Officers - Treasurer);
  - ◊ Section VII B (Budget Committee).

**SPECIFIC GUIDELINES: (pertinent to the job, not already addressed in above references):**

- Serve as head of the budget committee, which meets before the Fall Area Committee meeting to develop the Area budget for the following year;
- Send an appeal letter to the District Representatives for distribution to the groups at least once per year and possibly twice per year if the Area finances indicate that the Area needs the supplementary income;
- Twice per year, provide the Area and Assemblies with written financial reports, which may be published in the Area newsletter;
- Maintain records of Group Quarterly Splits;
- Serve on Thought Forces, Task Forces or Selected Committees between Area Committee meetings and Assemblies.

**PROCESS USED: (if not already addressed in the specific guidelines above):**

- Area Yahoo Group website;
- Use a spreadsheet program (currently using MS Excel) to track finances.

**HELPFUL HINTS: (things you learned along the way that might be helpful):**

- Reconcile bank accounts on a timely basis
- Remember to ask for help. When in doubt consult with an HAWSC Officer or the previous Treasurer.
- Leave tracks – keep a manual back-up of all checks written, using the Reimbursement Forms turned in with their attached receipts. Keep a manual note on all deposit slips, writing description of deposits on the slips and keeping them until year-end Financial is complete.
- Bring a prepared column pad sheet for each Area Committee Meeting and Assembly, use a separate column for “Airfare”, “Hotel”, etc. And a quarterly Splits – with columns for each amount received and deposit made.