

District 25 Position Description

Treasurer

Eligibility

- Any Al-Anon member.

Term of Service

- The Treasurer is elected by the district's GRs for a 3-year term.

Required Skills

- Computer skills
- Financial knowledge or experience.
- It is recommended that the treasurer have a service sponsor.

Specific Duties and Responsibilities

- Attend district meetings.
- Keep the district's checkbook balanced.
- Pay the district's bills.
- Prepare a report on the district's financial status (contributions, expenses, etc.) to be presented at each district meeting.
- Reimburse members for their district-related expenses.
- Receive and deposit group contributions.
- Hold key to the District's P.O. Box and picks up mail on at least a monthly basis
- Any expenditures for supplies, etc. must be made according to District Policy and must be kept within the Treasurer's budget.
- Voting rights to be dependent on the current District Policy

Accepted at August 11, 2021 District Meeting