

BOARD TREASURER

Position Description

- 1) See the "BOT Treasurer Methods and Procedures Manual," the *AI-Anon/Alateen Service Manual 2018-2021* relevant "Financial Matters" listed in the index, and WSO Guideline G-41, *Reserve Fund Guideline*, and become familiar with those responsibilities.
- 2) Has knowledge of, and experience using, AI-Anon Traditions, Concepts of Service, and the *AI-Anon/Alateen Service Manual*. Gains a working knowledge of the Board of Trustees (BOT) Handbook.
- 3) Serves on the BOT of AI-Anon Family Groups of Georgia, Inc. (AFGG).
- 4) Updates and maintains a "BOT Treasurer Methods and Procedures Manual," which includes the procedures for all service arm treasurers.
- 5) BOT Meetings
 - a) Presents an oral and written financial report for AFGG quarterly at BOT meetings.
 - b) If unable to attend a BOT meeting, makes arrangements for another Board member to give the report or sends it to the Board Chair.
- 6) Financial Duties
 - a) Pays all expenditures based on the approved annual amount budgeted for the BOT.
 - b) Verifies invoices and/or supporting documentation that are received for all AFGG disbursements.
 - c) Is responsible for meeting all reporting and payment deadlines. AFGG's fiscal year begins on 1/1 and ends on 12/31 of each year.
 - d) Maintains BOT records and procedures including, but not limited to, contact lists and materials received from the WSO or other entities. Passes this information on to the next Board Treasurer.
 - e) Preserves and reviews all financial records during the term of office. At the end of term, turns over all financial records to Archivist to file at the GACS office.
 - f) Invests the AFGG operating reserve in a safe security with a reasonable yield.
 - g) Invests the AFGG ample reserve in an FDIC-insured institution. The money shall be placed in multiple securities that mature at different times within a 12-month period.
 - h) Documents all passwords for various accounts and places in a sealed envelope to be kept in the Board safe in the GACS office.
 - i) Presents oral and written financial reports of the overall summary of AFGG finances at the January Assembly each year.
- 7) Finance Committee

The Board Treasurer:

 - a) Serves as the Chair of the Finance Committee, which consists of seven members. The Area Chair, Area Treasurer and GACS Treasurer or GACS Chair are pre-determined members. The Board Chair serves as an ex officio member. The 6th and 7th members are chosen by the Board Treasurer with consideration going to a current and/or past AI-Anon Convention and Alateen Conference Chair.
 - b) Reviews AFGG revenue and expense projections based on actual historical receipts and makes a recommendation to the Finance Committee on the annual budget.
 - c) Receives and compiles all annual expense budget requests for submission to the Finance Committee, including new interim budget requests from the officers, coordinators, District Representatives, and members. Presents requests to the Finance Committee for consideration.
 - d) Forms a Finance Committee Work Group which serves to assist the Finance Committee.
- 8) Cooperates with Treasurers for the Area, GACS Office, AI-Anon/Alateen Convention and Alateen Conference
 - a) It is the responsibility of the Board Treasurer to ensure the treasurer for each entity is given appropriate information and training, enabling them to make and record payments/deposits and maintain financial records required for audit purposes and filing of appropriate tax returns each year.
 - b) In conjunction with the tax accountant, the Board Treasurer sets the date for the proper reports and reconciliations to be submitted by those entities to the Board Treasurer.

- c) The Board Treasurer reviews and compiles these reports and sends them to the tax accountant in a timely manner to allow filing of returns before the federal deadline. The current deadline for filing these annual reports is May 15th.
 - d) Coordinates with the other entity treasurers to ensure the appropriate checks and balances are in place for proper management of contributed funds and assets for AFGG.
 - e) Coordinates with other entity treasurers to establish necessary bank account openings/closings and signatory changes.
 - f) Acts as a backup and provides guidance to other entity treasurers to ensure consistency of accounting records/procedures and smooth transitions.
- 9) Has voice only at AWSC meetings and Assemblies unless also serving as a current Area officer or a past Delegate, Area Chair or WSO Trustee.
 - 10) Participates in conference calls and online meetings that may be necessary throughout the term.
 - 11) Is accessible to members via phone or e-mail and responds to inquiries in a timely manner. Suggested time frame of 10 days, preferably sooner. Tries to acknowledge receipt promptly.
 - 12) Has an approved budget for necessary expenses associated with fulfilling duties and attending BOT meetings that are reimbursed when an expense form and receipts are submitted. Proposes adjustments to the Board Treasurer's budget during annual review.
 - 13) Is willing to be a service sponsor for the next Board Treasurer.

Eligibility/Previous Service

- 1) Be an active member of Al-Anon Family Groups who lives within Area 11, at least 23 years of age and with at least five (5) years of continuous membership, the last two (2) of which must be in Georgia.
- 2) Be eligible to become an Al-Anon Member Involved in Alateen Service (AMIAS).
- 3) Is not a member of Alcoholics Anonymous (A.A.).
- 4) Be able to speak and write proficiently in the English language.
- 5) Have service experience beyond the group level.
- 6) May not serve more than two (2) complete terms consecutively.
- 7) Be an elected member of the BOT.

Suggested Skills

- 1) Good personal leadership skills (Concept 9).
- 2) Good verbal and written communication skills.
- 3) Good organizational skills and the ability to pay attention to detail.
- 4) Willing to become familiar with state and federal tax requirements.
- 5) Familiar with:
 - a) QuickBooks online for financial tracking and reporting; and
 - b) Excel software for converting QuickBooks reports into Excel reports for distribution to AWSC and Assembly.
- 6) Good computer and technology skills such as use of the internet, e-mail, and conference calling, and proficiency with Word, PowerPoint and PDF documents.
- 7) Basic knowledge of accounting principles or willing to become familiar with them.

Equipment

Computer, printer and internet connection.

Workload Affected by Deadlines

Workload activity increases when preparing:

- 1) for each BOT meeting;
- 2) for each Finance Committee meeting;
- 3) proposed budget reports for each entity to be presented to the BOT for approval;
- 4) documents to submit to the accountant for filing tax returns due May 15th;
- 5) other necessary reports for BOT meetings and the possibility of generating an article for the Area newsletter.