

Area 1 Alabama / NW Florida

Treasurer

Responsibilities/Duties

1. Actively participate in the process of the General Service Conference, by being familiar with the Agenda Items, Advisory Actions, Additional Committee Considerations, and all related background material for the Conference Committee on Finance. Offer information, experience, and input to our Delegate to help prepare him/her for the General Service Conference.
2. Attend, serve, and participate as a voting member of the Area 1 Assembly.
3. Attend, serve, and participate as a voting member of the Area 1 Finance Committee.
4. Encourage 7th Tradition contributions for Area and GSO services.
5. Assist Finance Committee in preparation, presentation, and management of an annual budget for Area 1, including income and expenses, to be approved by the Area Assembly no later than the 1st Quarter Assembly of that budget year.
6. Accept and pay budgeted requests for expenditure of Area 1 funds as approved by Finance Committee.
7. Accept and pay non-budgeted requests for expenditure of Area 1 funds as approved by the Area Assembly.
8. Assist Finance Committee in providing financial leadership to Area 1 by reviewing Area 1 Finances regularly and advising Area Assembly of any pending financial problems, concerns, and/or opportunities.
9. Assist Finance Committee in regularly evaluating the Area 1 Prudent Reserve, and make recommendations to the Area Assembly as appropriate.
10. Assist the Finance Committee in selecting, and working with, qualified professionals to perform and maintain the appropriate annual tax filings of Area 1 Finances with appropriate state and federal government authorities, and any other authorities as appropriate. (ie. IRS, State of Alabama, and the State of Florida)
11. Generate, keep, and make available to Assembly appropriate financial records of Area 1 finances:
 - a. Treasurer Reports
 - b. Group Contributions
 - c. Budget vs. Actual Reports
 - d. Other information and documents as requested by Area Assembly
12. Collect, record, and deposit all Area 1 income:
 - a. Group Contributions
 - b. 7th Tradition Basket at Assembly Meeting(s), as directed by Assembly
 - c. Hospitality contributions from Assembly Meetings
 - d. Literature contributions from Assembly Meetings
13. Reimburse usual and customary expenses of Area Officers as budgeted, and maintain appropriate documentation, such as expense reimbursement forms and receipts.
 - a. No approval is necessary, unless over budget, or outside the scope of usual and customary
14. Maintain an Area 1 checking account for the purpose of conducting financial business of Area 1:
 - a. Maintain appropriate records and statements of account activity
 - b. Balance account(s) on a regular basis (at least quarterly)
15. Maintain a Prudent Reserve as directed by the Area Assembly.
16. Disperse Area 1 funds for each Assembly, as appropriate, for each of the following:
 - a. Stipends for Area 1 Officers and Committee Chairs
 - b. Hospitality Seed Money
 - c. Taping Services for Assembly Meetings
 - d. Hotel Rooms and Set-up Fees
 - e. Speaker expenses

- f. All other budgeted expenses approved by Finance Committee
 - g. All other non-budgeted expenses approved by Area Assembly
17. Attend the Southeast Regional Forum, and participate as a Trusted Servant of Area 1.
 18. As requested, attend Group, Intergroup, District, and other Area events/functions to share information and experience, as appropriate.
 19. For more information on duties, responsibilities, and qualifications of Area Officers and Area Committee Chairs, please see the A.A. Service Manual, and other General Service Conference-approved literature.

Revised 10/2011