

**Area 1 Alabama / NW Florida  
Finance Committee Chairperson  
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 Agenda Committee.
4. Chair the meetings of the Area 1 Finance Committee.
5. Record and maintain accurate Minutes of all Finance Committee meetings, and provide copies of such Minutes to the Area 1 Secretary, Area 1 Delegate, and Area 1 Archives Committee Chair.
6. Encourage 7<sup>th</sup> Tradition contributions for Area and GSO services.
7. Prepare, present, and manage an annual budget for Area 1, including income and expenses, to be approved by the Area Assembly no later than the 1<sup>st</sup> Quarter Assembly of that budget year.
8. Accept requests for expenditure of Area 1 funds:
  - a. Review Requests
  - b. Evaluate Budget constraints
  - c. Approve budgeted expenses
  - d. Make recommendations to Assembly for expense requests that are not budgeted
9. Provide financial leadership to Area 1 by reviewing the Area 1 Finances regularly and advising the Assembly of any pending financial problems, concerns, and/or opportunities.
10. Regularly evaluate Area 1 Prudent Reserve, and make recommendations to the Area Assembly as appropriate.
11. Obtain, keep, and make available appropriate financial records of all Area 1 Service Committees (Committee Treasurer Reports).
12. Maintain list(s) of supplies and equipment belonging to Area 1, including that in the possession of Area 1 Service Committees.
13. Select, and work 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)
14. Assist Treasurer with Treasurer's duties as needed.
15. As requested, attend Group, Intergroup, District, and other Area 1 events/functions to share information and experience, as appropriate.
16. 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.