

## Area 32 District 8: Service Position Descriptions

### Treasurer

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Oversee the budget and finances of District 8 Al-Anon. This is a District Officer position requiring approximately 2-3 hours/month. It is a 2-year commitment. Officers and Coordinators are encouraged to familiarize themselves with the Al-Anon Service Manual.

Duties include:

1. Ensures signature cards for the bank account are accurate and up to date
2. Submits monthly financial reports to District 8 meetings. Records a hard copy of the report in the binder and emails a copy to the District Secretary/Archivist.
3. Tracks bills paid
4. Maintains records in binder
5. Keeps information in binder for 1 year; work with District Secretary/Archivist to archive records when necessary and label appropriately
6. Balances checkbook
7. Responds to requests for District 8 expense coverage
8. Deposits contributions monthly
9. Checks PO Box monthly
10. At years end, prepares a proposed annual budget based on historical information, projections, and committee requests
11. Tracks spending in a manner that reflects the group conscience
12. Informs members of District 8 of any substantial deviation from the annual budget
13. Maintains prudent reserve in a manner that reflects the group conscience.

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*District 8 Absence Policy: Per a motion passed by voting GRs, if any person holding a district position (officer and coordinator) is absent from 3 district meetings in a row without submitting a written report to be read at those meetings, the position will be forfeited and the District may seek a replacement.*

*In advance of completing the term, Officers and Chairs are encouraged to find an Alternate/Incoming person and serve as a Service Sponsor for a few months.*