

Proposed New Job Descriptions

TREASURER

The Treasurer keeps financial records for the district and reports regularly at the district meetings. The Treasurer serves a two-year term (rotation). Two to three years of sobriety are recommended.

Requirements:

1. Access to a non-public computer which could be the district's computer if the Secretary already has a computer to record the meeting minutes. Note: if the Treasurer has the district computer in their possession they are required to have home or renters' insurance to cover any loss.
2. Access to the internet
3. Familiar with communicating electronically via email
4. Familiar with excel spreadsheets
5. Familiar with accounting principles

Duties:

1. Maintain digital financial records of the district on "OurDistrict11Treasurer" google drive. Keep all files for the archives.
2. Make sure all applicable state and federal tax laws and procedures are being followed.
3. Retain a confidential file of all account and PIN numbers for Bank, ATM, Zoom, Instant Ink, USPS, phone accounts, google drive, etc.
4. Keep the District 11 Bank Account/checkbook current and accurate using Excel.
5. Pay the bills for the district (newsletter, printer, rent, telephone bill, reimbursements to Committee Members for their expenses, etc.) within the appropriate time limit of their due date.
6. Purchase any supplies – stamps, envelopes, etc. as needed for treasurer positions.
7. Maintain an Excel spreadsheet with budget vs actual expenses by committee.
8. Create the monthly treasurer's report as per "Treasurer Procedures". Save on "OurDistrict11Treasurer" google drive.
9. Send the monthly treasurer's report to the Secretary to have 30 copies printed for the district meeting.
10. Send the monthly treasurer's report to the DCM for their district meeting info email.
11. Present the monthly treasurer's report at the General Service Representative (G.S.R.)/District Meeting, answer questions, and accept any corrections. The Treasurer makes the motion to accept the report, and calls for a second and a vote.
12. Prepare the yearly District Budget working with the District Committee Member (D.C.M.) and/or Alternate D.C.M.

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13. Attend all district meetings.
14. Distribute excess funds to Northern Illinois Area 20 and the General Service Office on a quarterly basis (1) if deemed prudent by the Treasurer and then approved by the committee as a whole.
15. Attend Area Assemblies to participate in break-out sessions with Area Treasurer and other district treasurers.

Note: District 11 Prudent Reserve was established at \$6,000.00

(1) From Pamphlet F-3 Self-Support: Where Money and Spirituality e; AA General Service Conference-approved literature

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ALTERNATE TREASURER

The Alt Treasurer assists the Treasurer for the district and reports regularly at the district meetings. The Alt Treasurer serves a two-year term (rotation). Two to three years of sobriety are recommended.

Requirements:

1. Access to a non-public computer.
2. Access to the internet
3. Familiar with communicating electronically via email
4. Familiar with Excel spreadsheets
5. Familiar with accounting principles

Duties:

1. Backup for the Treasurer.
2. If the Treasurer resigns or is unable to serve for any reason, the alternate steps in.
3. The alternate is elected at the same time as the Treasurer, by the same procedure.
4. The alternate should be encouraged to assist, participate, and share in the Treasurer's responsibilities at district and area meetings.
5. Attend all district meetings.
6. Give a report at the District 11 meetings.
7. Collect contributions at the District 11 meetings and deposit into the bank account. Inform Treasurer of amount deposited and head count so he can write a check to the facility for the rent.
8. Pick up mail from McHenry Post Office – P.O. Box 6 at least once a month.
9. Deposit contribution checks VIA mobile deposit.
10. Record contributions into the "Contributions to D11" file by the fourth Wednesday of the month. Note: When a single deposit is for multiple contributions, inform the treasurer of which contributions make up that deposit.
11. Write thank you letters/receipts to the contributing groups.
12. Save "Thank You" letters to "OurDistrict11Treasurer" google drive.
13. Attend Area Assemblies to participate in break-out sessions with Area Treasurer and other district treasurers.