

TREASURER

Description

- The term of office is two (2) years to run concurrent with that of the DCM.
- The District Treasurer is an A.A. person who is suggested to have the same qualifications as a GSR.
- It is strongly suggested that the Treasurer resign as GSR, as it is not practical for one to be of service in both positions.
- It is suggested that a Treasurer possess experience in accounting, especially in bookkeeping.

Responsibilities

- Keep accurate records of all the accounts of the District.
- Receive and deposit in the appropriate account all monies received by the District. This includes group and individual contributions.
- Check the District post office box at regular intervals.
- Pay all bills approved by the District Committee in a timely manner.
- Prepare and make general financial reports to each District Committee Meeting.
- Prepare and make a detailed financial report at the end of each calendar year to include the tentative budget for the upcoming year.
- Excess monies can be dispersed at the discretion of the committee.
- Be a signer on the checking account along with the DCM.
- We are currently using QuickBooks Online but are open to using a different accounting method if approved by the District Committee.
- Attend the monthly District meeting (in person or by Zoom)

Election/Appointment

- In November of even numbered years, the newly elected DCM shall appoint a person to be District Treasurer.
- Upon appointment, the candidate shall present their qualifications and ability to serve the District well.
- The District Committee shall then confirm either yea or nay by a simple majority vote of those members present and eligible to vote at District Committee Meetings.