

Minnesota Debtors Anonymous Intergroup

Service Job Description

Service Position: Co-Treasurer

Length of Service: 12 months

Qualifications: 6 months free from incurring unsecured debt

2 Pressure Relief Meetings

Duties:

1. Attend monthly Intergroup meeting
2. Collect mail from the Intergroup PO Box (minimum of twice/month)
3. Make deposits to bank account
4. Deposit 7th Tradition contributions at Intergroup meeting to bank account
5. Report deposit amount to Co-Treasurer 2 (via email or in person per the attached Co-Treasurer Report)
6. Signer on checking account

Estimated time commitment per month: 2 - 4 hours

Notes:

1. All deposits should be complete by last week of the current month for Co-Treasurer 2 to complete Intergroup Treasurer's Report
2. Leading up to Intergroup events (workshops, Fellowship Day, etc.) it may be necessary to collect mail from the mail box more frequently, once a week, to ensure all pre-registrations are reported to the Treasurer
3. Co-Treasurer 1, Co-Treasurer 2 will be signers on the bank account