

St. Paul Promises DA

Service Job Description

Service Position: 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. Signer on checking account
3. Write checks for expenses as needed
4. Prepare Monthly Treasurer's Report for next month's Intergroup Meeting as follows (on the last week of the current month):
 - a. Confirm w/Co-Treasurer 1 that all deposits for the current month complete
 - b. Get on line bank statement and print
 - c. Write rent check for next month (mail to church)
 - d. Complete Treasurer's Report w/income and expenses for current month
 - e. Write checks for distributions per the spending plan
 - f. Balance check book to bank statement, check book and Treasurer's Business Meeting Report
5. Track Pre-registrations for Intergroup events and keep Workshop Coordinator and Committee Chairs informed with current information

Estimated time commitment per month: 2 - 4 hours

Notes:

1. Outgoing Treasurer will train incoming Treasurer and provide the Treasurer's Report spread sheet and the Treasurer's Binder which contains bank account and Intergroup accounting information and procedures