

## **POSITION NAME: DISTRICT 4 TREASURER**

**TERM LENGTH:** Three Years (Beginning January 1, after election)

**DESCRIPTION:** An Al-Anon member who regularly attends Al-Anon meetings and is elected by the District. This position requires computer use and email correspondence.

This position also requires a basic understanding of bookkeeping principles.

An Al-Anon member who is also a member of AA (Alcoholics Anonymous) is not eligible for this position.

### **RESPONSIBILITIES:**

- Attend regular home group and District 4 monthly meetings.
- Become thoroughly familiar with the Service Manual and Oregon Area Handbook.
- Make written financial reports at each District Meeting, sending them via email to the DR and all GR's prior to each meeting and have some copies available for GR's.
- Submit financial records to the District Auditor at least yearly.
- Review records with Auditor and answer questions as needed.
- Maintain and pass on to the next treasurer a notebook, paper files, or electronic files of all monthly treasurer's reports and any other records. Issue receipts for all money received.
- Make deposits at the District's bank. Pay all expenses as approved in the District budget.
- Balance checkbook with statement from bank on a monthly basis.
- Chair a committee to develop a yearly budget for the District.
- ❖ Provide reports as needed to help in this endeavor.

**IMPORTANT:** refer to Section I: General Position Description Information in the Oregon Area Handbook for important additional information regarding Al-Anon service positions.

CONTACT FOR MORE INFORMATION: Dee District 4 AFG District Representative  
(DR) Email: [deepass47@msn.com](mailto:deepass47@msn.com)