

The following information **DOES NOT** replace, substitute, amend, append or in any way supersede the *By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.* This information is merely intended to provide you with a knowledge of the daily activities/responsibilities involved with service in this particular position.

INFORMATION REGARDING TREASURER

The Treasurer is the primary financial contact on the Board, responsible for the authorization/obligations associated with the banking institutions and/or merchant organizations the Corporation has accounts with. The Treasurer works closely with the Office Manager when performing job responsibilities. All accounting will be done at the San Diego County Al-Anon Service Office.

DUTIES/RESPONSIBILITIES & REALISTIC TIME SPENT ON EACH:

1. At the beginning of the fiscal year, coordinate with new/continuing Board Chairperson, Vice Chairperson, Treasurer (when exiting) and Secretary, to meet at the Bank and sign bank signature cards relating to Office account(s): 1 hour/year.
2. Review and reconcile QuickBooks financial reports with Office Manager on a monthly basis: 1 hour/month.
3. Be a signer on checks and be responsible for verification of payment of all bills, credit card transactions and other financial obligations: 1 hour/month.
4. Give a monthly QuickBooks financial report at each Board and ISR meeting: 15 minutes/month.
5. Attend Monthly Board meetings on the 2nd Saturday: 1-1.5 hours.
6. Attend ISR meetings on the 2nd Saturday (each odd month, following the end of the Board meeting): 1-1.5 hours
7. Check Treasurer Gmail account (sdprogramtreasurer@gmail.com) 4-5 times per week. Respond accordingly: 10-20 minutes/week.
8. Along with the Chairperson and Office Chairperson, prepare wage recommendations for salaried employee(s) based on performance evaluation as outlined in the Office Policies Manual and By-Laws: 1-1.5 hours.
9. Provide support to all Board members as requested/needed: varies
10. Work with Office Manager to prepare an annual budget to be submitted to the incoming Treasurer in January and to be presented by the latter at the February Board meeting: 1-2 hours/year.

EQUIPMENT / TECHNOLOGY NEEDED

- Access to a computer with Internet connection, email (Gmail account), and Microsoft office software is helpful as most communications between Board members is done via email (through AIS San Diego Office account).
- Email address for this position: sdprogramtreasurer@gmail.com. Password will be provided at the time of induction.
- Accounting and/or QuickBooks experience a plus (all reports and accounting are done in QB 2020).

TRAVEL

- To/From home to Board/ISR meeting locations in San Diego County unless organized online.
- To/From home to AFG San Diego office 1-3 per month.
- Other travel: as needed.

AL-ANON REFERENCES

- By-Laws of Al-Anon Family Groups Office of San Diego County, Inc.
- Al-Anon/Alateen Service Manual.

PREPARATION

- Meet with past Treasurer to discuss duties and go over questions.
- Familiarize yourself with the AFG SD Office By-Laws and the Al-Anon/Alateen Service Manual.
- Humbly ask for help from Office Manager, or from other Service Board members.