

District 16 Motion

Submitted by: Dick O.
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Motion:

Create the position of Alternate Treasurer. This person would have check-signing authority and access to District accounts, would assist treasurer as needed and audit books every six months and provide a report to District.

Intent/Purpose:

This person would serve as a backup to the treasurer. They would have access to our checking account, have a key to the PO Box and step in if the treasurer was unable or unwilling to perform duties.

Current Practice:

There currently is no backup for the District treasurer.

Budgetary Impact:

None.

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TREASURER'S JOB DESCRIPTION

(2 year commitment)

- Generally as described in the AA Service Manual
- Recommended completion of a GSR term and a solid period of sobriety
- Must attend District meetings on the third Wednesday of each month.
- Submits Treasurer's report in writing each month.
- Collects and deposits 7th Tradition money.
- Accounts for, and is responsible for, the money that is collected and paid out.
- Pays District bills and distributes checks from checking account in a timely manner.
- Keeps current record of group contributions to the District and sends the receipt, and a thank you note, to treasurer of each meeting which has sent a contribution.
- Picks up mail from District 16's post office box.
- Determines if funds are available for the GSR Buddy Scholarship program at the District meeting 2 months prior to Area Assemblies
- Presents an annual budget in August for next fiscal year to be taken back to the Groups for approval at the September District meeting.
- Update budget as needed when new motions are approved by the District Committee.

ASSISTANT TREASURER'S Duties:

(2 year commitment)

- Recommended completion of a GSR term and a solid period of sobriety
- If the TREASURER is not available the ASSISTANT TREASURER takes responsibility for all of the duties described above.
- Audits Treasurer's bookkeeping every 6 months and reports to District.