

# Intergroup Treasurer Job Description

## Qualifications:

- Treasurer (or nominee) must meet and maintain all the qualifications outlined for Board members outlined in WNYIG bylaws Article IV, section 3.
- 1 year of current abstinence

## Term:

- Elected for a 1 year term.
- Can serve a maximum of 3 consecutive terms (3 years)

## Responsibilities:

- Voting member of the IG board.
- Duties outlined in WNY IG bylaws Article IV, Section 6.
- Responsible for producing a monthly financial report to Intergroup (for publication in the IG meeting minutes and presentation at the monthly IG meeting). Report must contain the following information:
  - Summarized income (group contributions, 7<sup>th</sup> tradition, retreat income transferred from Special Events account, literature income transferred from Literature account, any other income received)
  - Summarized expenses (WSO pass through/contributions, Region 6 pass through/contributions, utilities, printing, postage, retreat expenses transferred to Special Events account, literature expenses transferred to Literature account, Region 6 or WSO expenses, Flutterbye, or any other expenses).
  - Account balances at the start of the month and account expenses at the end of the month.
- Responsible for maintaining receipts and records of all reimbursable expenses paid to members.
- Primary signer on IG General Treasury bank account.
- Secondary signer on IG Special Events bank account.
- Possible, secondary signer on IG Literature bank account.