

BC/Yukon Area Treasurer

Job Description

As a Member of the Area Officers

The BC/Yukon Area officers include the Delegate, Alternate Delegate, Area Chair, Secretary and Treasurer. Each officer is elected by the Group Representatives who vote on behalf of the groups in the Area. Area Officers work together to handle the day to day requirements of supporting the membership.

As a Member of Area World Service Committee

The Area World Service Committee is comprised of Area Officers, Area Coordinators, Al-Anon Information Service/Literature Depot liaisons and District Representatives. The purpose of this committee is to plan for the general improvement of both the Assembly and the groups. The AWSC members meet between Assemblies to initiate projects, make recommendations to Assembly and plan the agenda for Assembly.

Area Officer General Responsibilities

Area Officers work together to facilitate communication within the Area and between the Area and WSO. Officers also handle the practical functions of the Area such as banking, recording and arranging AWSCM and Assembly. Each officer is responsible for supporting the Area service members to effectively carry out their duties to support the unity and growth of Al-Anon in BC/Yukon Area. Officers may also work together with members to initiate activities to improve services to members.

When elections are scheduled, interested applicants must submit a service resume to the BC/Yukon Area Chair. The resume will be posted in the BC/Yukon Area Bulletin prior to Assembly. Resumes are reviewed by the members and Officers are elected by Group Representatives at Assembly for a 3 year term. The applicant may be asked to address the GR's at Assembly before the vote is taken.

General Qualifications

- An active member of Al-Anon who attends meetings on a regular basis and not also a member of Alcoholics Anonymous (Pg 163 *Al-Anon/Alateen Service Manual*)
- Must be a current or past District Representative
- Able to attend AWSCM in May, Assembly in September and Officer/Coordinator meeting in January or February. (Up to one extra officer/coordinator meeting may be scheduled if required)
- Able to communicate effectively in English both verbally and in written form
- Familiar with Traditions and Concepts
- Familiar with Area and World Service structure
- Familiar with active Motions adopted by the Area Assembly
- Willing to work cooperatively with members of the Area World Service Committee
- Internet and computer skills including MS Word and Excel
- Proficient use of e-mail is necessary
- Able to lead by example (see leadership essay on page 199, *Al-Anon/Alateen Service Manual*)
- Able to effectively use the *Al-Anon/Alateen Service Manual* for reference

Purpose of the Treasurer:

“The Treasurer handles all Assembly collections and funds. “ (Service Manual Pg. 159)

- Responsible for the accurate and transparent accounting of all BC/Yukon Area 81 financial records, expenditures and donations

Specific Experience/Skills Required:

- Proficient technological and computer literacy skills, including Excel and Word
- An understanding of general booking principles
- Excellent written and verbal communication skills including some public speaking
- Ability to function as a member of a team

Primary Duties:

- Pay yearly storage fee for Area Archives in January of each year – amount to be determined by Area Officers
- Pay WSO, in US funds, the amount requested for the Delegate equalized payment by due date of December each year
- Pay invoice amount for Website, either annually or quarterly, as determined by network used
- When each GIC becomes due, reinvest and deposit interest into current account
- **AWSCM**
 - ✓ Cut-off for financials and District sheets is end of February – financial statement is July 1st to Feb. 28th
 - ✓ Provide expense sheets to Officers and Coordinators for travel, accommodation, meals and miscellaneous expenses
 - ✓ Provide expense sheets for travel and accommodation for DRs
 - ✓ Provide detailed information on Area expenses at AWSCM, with handout of presentation for attendees, and have report included on website
- **Assembly**
 - ✓ Cut-off for financials and District donation sheets is June 30th, year end, with financial statement from July 1st to June 30th
 - ✓ Provide comparative statement for 5 years of expenses for both AWSCM and Assembly
 - ✓ Provide expense sheets to Officers and Coordinators for accommodation, travel and meals
 - ✓ GRs MUST have prior approval for funding subsidy to attend Assembly
 - ✓ Provide detailed information on Area expenses for fiscal year, at Assembly, through a presentation and provide copies to attendees, and have report included on website

Communication:**With Area**

- Regular communication with Area Officers
- Assists with responding to Ask It Basket questions from members after AWSCM and Assembly
- When necessary, prepare and send out appeal letter for donations, via the Area Bulletin

With Districts

- Responds to requests for financial information

With Groups

- Communicates information via BC/Yukon Area Bulletin
- Responds to request for financial information

With WSO

- None necessary

Time commitment:

- Per year: 2 weekends to attend AWSCM and Assembly, including Friday afternoon meetings with other Officers and Coordinators
- 1- 2 additional days for Officer and Coordinator meetings
- Prepare report for Bulletin the month prior to AWSCM and Assembly with information on current assets, liabilities and income (1-2 hours)
- Communicate with Area Officers as needed (3-4 hours per month_
- Respond to emails in timely manner – from Officers, Coordinators, members (2-3 hours per month)
- Prepare deposits of incoming donations, at least monthly; reconcile bank statements; balance books; send out receipts for donations; input expenses and donations into spreadsheet synoptic (6-10 hours per month)

Length of term: Three years