

FLORIDA SOUTH (AREA 10) ASSEMBLY (AFG FL-S)
TREASURER - Job Description
treasurer@afgfls.com

Eligibility Requirements for the Position:

All former and outgoing Florida South (Area 10) (FL-S) District Representatives, AISLs, or Coordinators who have served a full three-year term in FL-S and who have not previously served a full three-year term as Area Treasurer for Florida South (Area 10). (This is a 3-year commitment.)

Note: Each Area Officer (Delegate, Alternate Delegate, Area Chairperson, Secretary, Treasurer) shall hold only one (1) Florida South (Area 10) ASSEMBLY Position per Panel.

Job-Specific Duties and Responsibilities:

- Sets up and pays for Area's PO Box for contributions and invoices.
- Receives, logs, and deposits Area check contributions in the bank. Receives and records digital payments.
- Writes checks to pay expenses; uses debit card for hotel deposits, AWSC & Assembly hotel and meeting rooms, archives storage, and Area website reoccurring charges.
- Verifies hotel bills (meeting room and hotel room charges).
- Keeps receipts and records of expenses for reimbursement, using the appropriate Area Reimbursement Form(s).
- Updates Reimbursement Procedures Form and contribution address at the beginning of the Panel and when any changes are made by motion. Sends a copy to Web Coordinator for posting on the Area 10 website.
- At the beginning of each Panel, updates any online platforms with Treasurer's name, PO Box address, and debit card.
- Records income and expenses into checkbook ledger and appropriate spreadsheets.
- Balances checkbook and Treasurer's Reports with bank statements.
- Prepares and distributes Treasurer's Reports quarterly to Area Officers and Area World Service Committee (AWSC Panel) Members.
- Distributes and presents Treasurer's Report at AWSC and Assembly Meetings.
- Records Assembly registration money received from the Group Records Coordinator at each Assembly and/or the online registration program, whichever method is being used.
- Provides Reimbursement Forms to Panel members and follows reimbursement procedures.
Note: Receipts needed for all expenses, except gas and tolls.
- Receives the AWSC and Assembly Meeting Hotel Rooming List from the Area Chairperson or Designee to process Panel expenses and collects money owed per the Area 10 Reimbursement Procedures.
- At Assembly, receives Convention/Conference income & expense documentation, Treasurer's Reports, checking account registers and checks, and bank statements from Outgoing Convention & Conference Chair(s). Gives register and checks to Incoming Convention & Conference Chair(s). Ensures that the Convention/Conference deposit is returned.
Note: Ensures balance in checking account(s) is correct, as some checks may need to clear from previous convention and/or conference.
- Logs into Convention E-Commerce payment portal at the beginning of each Panel to change user information. Works with Convention Chair, Treasurer, and Web Coordinator in establishing User IDs, Passwords, and Permissions for their Convention/Conference responsibilities.
- Maintains Gmail account for online contributions.

- Receives Florida Department of Law Enforcement (FDLE) bills/invoices from the AAPP and pays them via check in a timely manner.
- AAPP sends Treasurer copy of new AMIAS confirmation letter. Treasurer reimburses full amount for new AMIAS background checks and fingerprinting, if requested.
- Prepares paperwork for Certified Public Accountant (CPA) for the filing of tax forms. At AWSC gives the Alternate Delegate all paperwork for the CPA.
- Receives Equalized Expense Invoice from the World Service Office (WSO).
- Pays “Full Amount” (per motion) via check by December 31st annually to send Delegate to World Service Conference (WSC).
- Maintains paperwork for five years (tax forms, expense backup, etc).
- Maintains financial records on flash drive and backup flash drive.
- Prepares, distributes, and presents budget for upcoming year at AWSC and Assembly Meetings.
- At the first AWSC and Assembly Meetings presents and distributes End-of-Year and current year Treasurer’s Reports.
- Provides Consumer’s Certificate of Exemption to Area Chairperson when booking hotels, Area Secretary for printing expenses, and Convention & Conference Chair when booking hotels.
- Keeps all Treasurer information/passwords. Ensures the Area Chairperson has a copy of these in case the Area Treasurer should become incapacitated.

General Duties and Requirements:

- Attends at Area World Service Committee (AWSC) Meetings as a voting member during the Panel.
- Attends Assembly Meetings as a non-voting member during the Panel.
- Prepares and presents a written report for each AWSC and Assembly Meeting, complying with any deadline and method for submission established by the Area Chairperson.
- Attends FL-S Service Events and conducts workshops on the Treasurer service position, or other topics, in coordination with the theme of the event.
- Attends Officer/Executive Committee Meetings and any special meetings of the Officers when scheduled by the Area Chairperson.
- Participates at district events within FL-S when invited.
- Participates in all WSO communication opportunities, i.e., *AFGConnects*.
- Replies promptly to all communication, including hard-copy correspondence, e-mails, phone calls, and texts.
- Shall serve as a support to the Incoming Area Treasurer.
- Becomes familiar with the BYLAWS of Al-Anon Family Groups Florida South Area 10, Inc. and has knowledge and access to FL-S Policies, Procedures, Guidelines and Processes. (Documents are found on FL-S Website)
- Must have computer, ~~and~~ internet access, and ability to participate in virtual platforms. Must be able to use Word, pdf or compatible programs and be otherwise computer literate to manage electronic voting and registration programs used by Area.
- Updates current Area Income, Area Expenses, and Area Contributions spreadsheets. Spreadsheets are linked to the Area Treasurer’s Report.

TREASURER JOB DESCRIPTION

Reviewed and approved at Winter AWSC February 7-8, 2026

- Distributes District Contributions spreadsheet to each District Representative at least once per year and keeps paper copies in binder.
- Participates in “Break-Out” Meetings whenever on the agenda for AWSC Assembly Meetings.

Pursuant to Florida South (Area 10) Removal/Resignation of Area Officer Policy: If any Area Officer fails to perform the duties of that position, or does not attend any two (2) meetings during a twelve (12) month period, (from the first missed meeting), including Florida South (Area 10) ASSEMBLY or Area World Service Committee (AWSC) Meetings, and there is just cause, they may be removed by a motion that is made and passed at the AWSC or Florida South (Area 10) ASSEMBLY Meeting and the Area Officer will be removed effective immediately.

Note: CORPORATION: Al-Anon Family Groups Florida South, (Area 10) Inc. The Area Treasurer of the Fellowship is also a Director/Trustee of the Corporation and is listed as a Director of Al-Anon Family Groups Florida South (Area 10) Inc. with the Florida Division of Corporations during the three-year panel. It is important to note that a director’s full name and address may be listed on sunbiz.org and therefore information is not anonymous. The Corporate Job Descriptions for each Director are outlined in the “**Al-Anon Family Groups Florida South (Area10), Inc. Corporate Job Descriptions**” document.