

## **TREASURER - Job Description – (Fellowship side)**

**([treasurer@afgfls.com](mailto:treasurer@afgfls.com))**

### **Eligibility Requirements for the Position:**

All former and outgoing Florida South District Representatives, AISLs, or Coordinators who have served a full 3-year term in Florida South. No person shall serve as Treasurer who has previously held that office for a full term in Florida South Area 10. (This is a 3-year commitment.)

### **Corporate Responsibilities:**

- The Treasurer shall be an officer of the Corporation.
- As an officer is a member of the Board of Directors and the Executive Committee.
- Is listed as an officer of AFG Florida South (Area 10), Inc. with the Florida Division of Corporations during the three year panel. It is important to note that the officer's full name and address is listed on sunbiz.org, and is thus not anonymous.
- Becomes familiar with the AFG Florida South (Area 10), Inc. Bylaws.

### **Job-Specific Duties and Responsibilities:**

- Sets up Area's PO Box for donations and invoices.
- Is a signor on all Area bank accounts.
- Updates and gets signature cards for all Conference, Convention, and other bank accounts, as needed.
- Receives, logs, and deposits Area donations in the bank.
- Cuts checks to pay expenses; uses debit card for AWSC & Assembly hotel and meeting rooms; and website reoccurring charges.
- Records income and expenses into checkbook ledger.
- Balances checkbook and treasurer's reports with bank statements.
- Votes at the Area World Service Committee Meetings (AWSC).
- Prepares and distributes Treasurer's Reports quarterly to Area Officers & Trustees.
- Distributes and presents Treasurer's Report at AWSC meetings and Assemblies.
- Passes the basket at Assemblies.
- Provides reimbursement forms and follows reimbursement procedures.
  - Note: Receipts needed for all expenses, except gas and tolls.
- Receives income & expense documentation, Treasurer's Reports, checking account register, bank statements, and bank checks from Outgoing Convention & Conference Chair(s). Gives register and checks to Incoming Convention & Conference Chair(s).
  - Note: Ensures balance in checking account(s) is correct as some checks may need to clear from previous convention and/or conference.
- Prepares paperwork for Certified Public Accountant (CPA) for the filing of tax forms.
- Works with Alternate Delegate and CPA to ensure timely filing of corporation taxes.

- Maintains paperwork for five years (tax forms, expense backup, etc).
- Maintains financial records on flash drive.
- Prepares, distributes and presents budget for upcoming year at Summer AWSC Meeting and Fall Assembly.

## General Duties and Requirements:

- Attends and casts votes on business at two (2) (Winter and Summer) Area World Service Committee Meetings (AWSC) in years one and two of the panel, and three (3) AWSC meetings in year three of the panel.
- Attends two (2) Assemblies (Spring and Fall) each calendar year for all three years of the panel.
- Prepares and presents a written report for each AWSC meeting, complying with any deadline and method for submission established by the Chairperson. *(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).*
- Prepares and presents a written report for each Assembly, complying with any deadline and method for submission established by the Chairperson. *(Quantity and method to be determined by the Area Chairperson of each Panel and/or each Panel year).*
- Attends Florida South Area 10 Service Events, and conducts workshops on the service position, or other topics, depending on the theme of the event.
- Participates at district events within Florida South Area 10, when invited.
- Participates in all WSO communication opportunities, i.e., conference calls and *AFGConnects*.
- Replies promptly to all communication, including hard copy correspondence, e-mails, phone calls, and texts.
- Serves as a support to the corresponding/new incoming panel member.
- Keeps receipts and records of expenses for reimbursement, using the appropriate Area reimbursement form(s).
- Must have computer and internet access.
- Prepares written reports, articles or information for any Area 10 publications, announcements or website publication by the deadline requested.
- Participates in “break-out” meetings whenever on the agenda for Area World Service Committee meetings and Assemblies. Assures written notes of the break-out meeting are provided to the Area Secretary.
- Failure to be present at two consecutive Area World Service Committee/Assembly meetings (combined) is grounds for removal and replacement of an Officer.