

Position: Treasurer

Sobriety Requirement 3 Years

Length of Commitment 1 Year

Specific List of Responsibilities and Activities Required:

- Collect the 7th Tradition envelopes at least once a week from the DoReMe box located in the meeting room
- Count the Money in the envelopes to assure accuracy
- Note the money collected on an excel spreadsheet provided
- Make weekly deposit of funds collected @ Farmers & Merchants Bank closet to you, SJG account is at the San Juan branch
- Maintain the SJG check book and reconcile same monthly
- Make payments to those who have submitted expense receipts for Literature, supplies, misc & rent to the CCC
- Make payments monthly to the 5 AA organizations as determined by the steering committee of the SJG
- Pass along rents from the autonomous & al-anon meetings to the CCC
- Attend the monthly meeting of SJG steering committee and give report of financial status
- Train the Co-Treasurer throughout the year so they are ready to assume Treasurer role the following year
- This commitment requires between 3 - 4 hours of time a week. Accuracy & Integrity in the above task is a must as the Treasurer is entrusted with the finances of the SJG