

JOB DESCRIPTION & HAND OVER INFORMATION

TREASURER – (Last Updated JAN 2011)

- Prepare a draft budget for the year for consideration by the Finance Committee at the Region 9 Assembly and then the Region 9 Assembly itself.
- Communicating with the Fellowship as a whole regarding Tradition 7, Delegate Assistance Funds, Translation Assistance Funds etc.
- Send out reminders regarding the deadlines of the various applications.
- Chairing the Finance sub-committees at the Region 9 Assembly and during the year.
- Write/update and send Letter of Appeal to Fellowship once or twice a year.
- Update Delegate Assistance & Translation Assistance application forms in case the dates need to be amended.
- Encourage Service Bodies to apply for Literature Translation and Delegate Assistance funding where needed.
- Communicating with the Banker; especially regarding reports/list of contributions that will be included in the Assembly Binder or the Assembly Minutes.
- Liaising with the other Region 9 Board members (Chair & Secretary) and with the Banker.

At the Assembly:

- Collect registration fees, 7th Tradition and any contribution from Service Bodies; issue receipts (keep the money on your person at all times).
- Put the money in bags with a note of the amount.
- Delegate Assistance - pay for the applications.
- Present the budget.
- List all incomings and outgoings during the assembly very thoroughly in the Cash book; don't confuse the various funds.
- At the end of the assembly, make sure that the cash book and the money will be given to the banker.

Further detailed notes are available from the Treasurer so that more precise instructions are given when a member takes over the role.