

TREASURER 07-05-14

- 1) RESPONSIBLE FOR ALL MONEY, INCLUDING REVENUES FROM REGISTRATION
- 2) PAYS ALL BILLS
- 3) PREPARES PRE-CONFERENCE BUDGET.KEEP AVAILABLE PRIOR YEARS FINANCIAL RECORDS FOR REFERENCE
- 4) PREPARES FINANCIAL REPORT FOR EACH MEETING
- 5) MAINTAINS CHECKING & SAVINGS ACCOUNT WITH 4 SIGNATURES (TREASURER, CHAIRMAN, CO-CHAIR & SECRETARY)
- 6) PICKS UP MAIL FROM P.O. BOX, EXTRACTING CHECKS AND MAKING BANK DEPOSITS
- 7) REIMBURSES SPEAKERS FOR ALL TRAVEL & OTHER PRE-APPROVED EXPENSES
- 8) KEEPS RECORD OF PRE-REGISTRATION MONIES AS RECEIVED
- 9) PROVIDES A COMPLETE REPORT AT CLOSING MEETING OF CONFERENCE
- 10) THE REPORT CAN BE AUDITED AS A FURTHER SAFEGUARD FOR CONVENTION FUNDS
- 11) NEEDS 5 OR MORE YEARS OF SOBRIETY TIME, BEING CLEAN AND SOBER
- 12) FINAL DISPOSITION OF ALL FUNDS DIRECTED BY CURRENT COMMITTEE AT CLOSING MEETING
- 13) HOLD P.O. BOX KEY
- 14) AVAILABLE AT CONFERENCE TO REGISTRATION, HOSPITALITY,SOUVENIRS TO PROVIDE CHANGE AND OR PICK UP CASH AS NEEDED
- 15) COORDINATE RUNNING TABS WITH FACILITY DIRECTOR AT CONFERENCE (Ex: FOOD FOR SPEAKERS, FIREWOOD, ICE)
- 16) ABILITY TO MAINTAIN GENERAL LEDGER AND SUB LEDGERS
- 17) ATTEND ALL PRE-CONVENTION EVENTS AND PROVIDE CHANGE AS NEEDED AS WELL AS RECEIVE FUNDS FROM EVENT AND MAKE BANK DEPOSIT
- 18) PASS ALL REGISTRATION FORMS RECEIVED TO REGISTRATION CHAIRPERSON
- 19) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 20) PROVIDES CHECK TO PROGRAMS CHAIRPERSON ON FRIDAY AM TO PAY HOTEL IN FULL
- 21) ****SEE ADDITIONAL COMMITTEE MEMBER DUTIES****