



Anchorage Alaska Intergroup

Effective Date: 09, 2015

AAI Policy #: Undetermined

Adopted: 02, 2014

Revised: 09, 2015

Duties and Responsibilities of Anchorage Alaska Intergroup Executive Officers

Purpose:

The purpose of defining the Treasurer's duties and responsibilities is to provide clarification and a clear understanding of the role of Treasurer.

Additional Authority:

None

Scope:

Treasurer

Responsible Party:

Anchorage Alaska Intergroup

POLICY

The Treasurer has the responsibilities of maintain the finds of AAI, deposit any monies collected, pay any bills accrued, maintain current and past Treasurer's Reports, and submit a monthly Treasurer's Report.

PROCEDURE

1. The Treasurer's responsibilities are the following:
 - a. maintain the funds of AAI,
 - b. collect all monies donated to Anchorage Alaska Intergroup, or otherwise generated by Anchorage Alaska Intergroup (including monies generated at retreats, marathons, and workshops),
 - c. pay all authorized expenses (including monies accrued for retreats, marathons, and workshops),
 - d. keep Treasurer Reports at the Oasis,
 - e. maintain a binder of all Treasurer Reports,
 - f. submit a financial report at each AAI meeting,
 - g. email the Treasurer's Report to AAI groups, officers, and Webmaster,
 - h. prepare an annual financial statement,

- i. be a signatory on the AAI checking accounts (Each check issued by the Treasurer must be co-signed by the Treasurer and one other authorized signatory. Authorized signatories shall be designated by the Executive Officers of AAI. The Treasurer must obtain the necessary paperwork from the bank and collect the signatures of the Executive Officers),
- j. maintain a purchase card in the Treasurer's name as required by the financial institution,
- k. participate on the Finance Committee, and
- l. maintain state corporation paperwork.