

## TLG Service Position Description

### Treasurer

#### Qualifications:

- 2 years sobriety / 2 year term
- Have access to a laptop to create reports and internet access for online banking.

#### Responsibilities:

1. Attend each monthly business meeting.
2. Give a monthly report at the business meetings.
3. Collect and count 7th Tradition money at the meetings you attend, and retrieve money from the safe once a week and deposit it into the TLG bank account.
4. Utilize past TLG treasurer in your absence.
5. Transfer online Venmo 7<sup>th</sup> Tradition to TLG bank account once a week.
6. Make monthly rent payment to Trinity Episcopal Church the 1<sup>st</sup> of each month.
7. Collect all expense receipts from relevant TLG trusted servants and make reimbursements.
8. Reimburse GSR for quarterly assembly and PRAASA travel and expenses. (*Reference service position budgets*)
9. Make quarterly contribution payments to A.A. entities based on percentages determined by group conscience in January, April, July, October. At the business meeting prior to contribution disbursements, confirm group conscience of entity disbursement as needed.
10. Balance checkbook with monthly online group bank statements. Maintain a monthly record of income, expenses, and bank statements, and prepare a Treasurer Report for each monthly business meeting.
11. Work with IT Chair and track all relevant IT expenses/payments (website domain, Google, Venmo, etc.).
12. Maintain annual Treasury archives.
13. Train the newly elected Treasurer.