

Tri Valley Fellowship Open Positions
Steering Committee meets the 2nd Tuesday at 6:30pm

Assistant Treasurer

- 5 year sobriety requirement
- 2 year term
- Empty main safe, coffee safe and activities safe at least twice Weekly.
- At home, open envelopes and reconcile the amount of money in Envelopes with the amount stated on the front of the envelope. Note any Discrepancies.
- CoinStar or similar change counting machines may be used. If such a machine is used, the Assistant Treasurer shall be reimbursed for any associated fees by submitting receipts.
- Create deposit slips and make bank deposits at least once weekly. Save all deposit records and receipts.
- Until deposited, money shall be kept in a safe place. Money shall not be left unattended in a vehicle.
- After making a bank deposit , the tallied empty envelopes and deposit slip shall be left in the literature cabinet for the Treasurer to pick up. Notify the Treasurer that envelopes have been left at the fellowship.
- Attend monthly GMM meetings.
- This is a non-voting position