

XPI Treasurer

Description

The XPI Treasurer collects donations to XPI made by CPA members via PayPal, records the amounts on a spreadsheet, and reports totals at the monthly XPI business meeting. The Treasurer also holds a debit card associated with the PayPal account and provides that card information to the XPI Chairperson and/or Web Admin for payments to Zoom, WIX, and GoDaddy. Participates in discussions concerning donations to CPA.

Time Commitment

Approximately two hours per month.

Term

Two years

Requirements

Member of CPA for 1 year and completed or working on the CPA twelve steps

Ability to set up a PayPal business account

Maintain spreadsheet of money received and payments sent

Awareness of upcoming payment requirements

Regular attendance at monthly XPI business meetings