

LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: GROUP TREASURER

Elections for this position are held at the September business meeting.

- Thank you for accepting this one year and one month commitment, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- You are expected to be at the 2nd Sunday monthly business meeting and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Commitment Coordinator.

The suggested **qualifications** and sobriety suggestion for this position are:

1. 4 years of sobriety
2. Suggested Home group member
3. Prior Love & Service commitment
4. Able to attend the Sunday & Thursday night meetings.
5. Computer and online access
6. 1 year commitment

Your responsibilities are:

1. Final recipient of all money. (Deposits to be coordinated with the co-treasurer.)
2. Maintain a balanced checkbook.
3. Passing, collecting, and accounting for the 7th tradition (and all income) at meetings and special events.
4. Count the collection of the 7th tradition (preferably with someone) following each meeting.
5. Keep separate record of income and expenses for:
 - a. 7th tradition (account for each meeting separately)
 - b. Audio (by speaker/workshop if possible)
 - c. Special events
 - d. Lump all meetings together for literature, coffee, supplies and cookies.
 - e. And all items listed on latest report spreadsheet:
 LNS Treasury 2025-2026.xlsx
6. Pay all expenses of the meeting in a timely manner (obtaining receipts prior to payment).

7. Pay rent monthly by check dropped in church mailbox promptly before the 1st of each month. Calculate rent based on our use for the month coming up.
8. Establish and maintain prudent reserves (compute 3 month average from prior year's expenses).
9. Work with the Speaker host to plan for Speaker expenses, ensuring they fit within our budget.
10. Distribute to service entities* in the percent determined by the group upon business meeting motion and approval.
11. Complete the Treasurer's spreadsheet and bring copies to the business meetings and/or post on SLACK to report the financial condition of the group. Back up with written notebook of all financial activity.
12. Co-treasurer will shadow the Treasurer for the first year and rotate to Treasurer the 2nd year.
13. Treasurer will participate in the Monthly Advisory Committee meeting which is held on the 3rd Sunday of each month.
14. File IRS form 990 EZ yearly. File with Accountant
15. Be available after the meeting for payments or change for literature purchases.
16. Be comfortable adding your number to the group's bank account.
17. Attend Advisory Committee meetings 1 yr.

*Current Distribution = Contra Costa Service Ctr=10%, GSO=50%, District 08=10%, CNCA 06=28%. Online 2%