

TVCO Website	TREASURER – COMMITMENT DESCRIPTION (Suggested Term = 1 Year)	TVCO Website
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Welcome to the position of group treasurer. This is one of the most responsible positions in any A.A. group. We suggest you have a minimum of one year sobriety and have worked the ‘steps’ in order to be of service in this capacity.

Central office has supplied group treasurers with the following pamphlets:

- Self-Supporting Through Our Own Contributions
- Supporting the A.A. Support System
- The Group A.A. Treasurer
- Self-Support: Where Money And Spirituality Mix

From these, the ‘Big Book’ and the ‘12 x 12’ we discover our responsibilities; duties, priorities and principles.

Principles & Philosophy

“We are self supporting through our own contributions...” (Tradition 7) We are rigorously honest (Chapter 5 of the ‘Big Book’ of Alcoholics Anonymous.) The office of treasurer allows us to participate in Step 12 and provide service to others. It has been written that the primary principle of A.A. is: “We have to give it away to keep it” (from the Principles of A.A.).

Priorities

To accomplish this, our #1 priority, as treasurer, will be to keep the doors to our meetings open. From the pamphlets described earlier our priorities as Group Treasurer are:

- Pay for rent, refreshments, literature and chips in that order
- Make other donations when excess funds are available while maintaining a prudent reserve of at least one month’s expenses

Responsibilities

Pass the basket, collect and count the funds, make disbursements for expenses, keep accurate and up to date records, maintain and keep safe the prudent reserve, and then contribute excess funds. The excess funds are typical split up according to the recommended guidelines and include donations to the following:

- Central Office,
- General Service Office
- Mid-So. California Area
- District 17
- H & I Committee

In addition, if the groups permit, we, and others as appointed, collect, sign and return attendance (court) cards.

Duties

Some of the duties associated with this position include:

- Attend weekly meetings or provide for back-up during absences
- Attend monthly business meeting
- Report financial condition when called upon by the secretary
- Train your successor