

# SLAA SYDNEY INTERGROUP TREASURER POSITION DESCRIPTION

## **Core Duties**

*These duties will always be performed by the Treasurer.*

- ◆ Arrange annual national insurance policy:
  - ◆ Obtain relevant data from participating meetings;
  - ◆ Obtain quote;
  - ◆ Obtain Intergroup approval;
  - ◆ Pay premium
  - ◆ Allocate premium to participating meetings and collect contributions
- ◆ Receive donations from meetings
- ◆ Pay Intergroup bills (after obtaining Intergroup approval)
- ◆ Record receipts and payment in cash book
- ◆ Report receipts and payments to Intergroup meetings
- ◆ Prepare annual financial statements and provide these to Intergroup
- ◆ Administer Intergroup prudent reserve policy; recommend annual donation to Fellowship Wide Services in America
- ◆ Formulate and recommend financial policies to Intergroup

## **Additional Duties**

*These have been performed by the Treasurer in the past but may be allocated to other Intergroup officers.*

- ◆ Clear P O box
- ◆ Renew registration of domain name slaa.org.au
- ◆ Second holder of domain name and web site access codes
- ◆ Initial convening of Convention committee

## **Qualifications**

- ◆ Three months sobriety
- ◆ Computer literacy
- ◆ Accounting qualifications not required but business experience desirable
- ◆ Own credit card for some payments e.g. renewal of domain name registration