

## The Treasurer

### Qualifications

1/ 5 years continuous clean time together with the willingness, time and resources to serve as treasurer for a term of 12 months.

2/ A working knowledge of 12 Steps and 12 Traditions and willingness to become familiar with the 12 Concepts.

3/ Previous services experience of handling fellowship money preferably as Alternate Treasurer of the SANAC or Treasurer of another convention.

4/ Accounting experience and financial stability highly desirable.

5/ Willingness to sign Misappropriation of Funds Documents and be answerable to the UK Fellowship via the UKRSC

### Duties

1. Open a bank account for the Convention Committee. Usually the signatories/online mandated officers for the account are any two of four signatories, which are the Convention Committee Chairperson, Vice- Chairperson, Treasurer and regional Treasurer.
2. Works with the Chairperson to prepare a budget for the convention, which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies that they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totalled, the income should be outlined: one source of income comes from fund-raising, another from registrations.
3. Submits written reports to each (monthly) convention committee and works with the SANAC Chair to provide written financial statements/recommendations to UKRSC
4. Authorises (with counter signatory) payments and is responsible for collecting receipts from subcommittees/suppliers for money paid out. This will include a PayPal account for pre registration and, possibly, merchandise.
5. Is responsible for all monies, including revenues from registration, merchandise, raffles, newcomer funds and donations. Pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
6. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report to UK Region
7. Maintains a clear and accurate account with details of all income and expenses, which should be available at all convention committee meetings
8. Additionally, a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with the fund distribution.

## Helpful hints for budgets

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasised. In the early stages of planning, the committee should list as many as financial responsibilities as possible. Most of the subcommittees should write a budget and adhere to it as closely as possible throughout the planning period.

## **Vice Treasurer**

### **Qualifications**

- 1/ 4 years continuous clean time together with the willingness, time and resources to serve as treasurer for a term of 12 months.
- 2/ A working knowledge of 12 Steps and 12 Traditions and willingness to become familiar with the 12 Concepts.
- 3/ Previous services experience of handling fellowship money preferably at RSC or another convention.
- 4/ Accounting experience and financial stability highly desirable.
- 5/ Willingness to sign Misappropriation of Funds Documents and be answerable to the UK Fellowship via the UKRSC
- 6/ Willingness to stand as Treasurer for the next UK Convention.

### **Responsibilities**

1. Will assume the Treasurer's position if the Treasurer steps down from his or her position.
  2. Co-Signatory on the bank account/online mandate.
  3. Assist the Treasurer in keeping record of all income and expenditures.
  4. Assist Treasurer in preparing a financial statement at the closing of the Convention.
  5. Assists Treasurer in preparing written financial statements/reports to be submitted to SANAC and UKRSC.
  6. Attend the SANAC Committee meeting for input only.
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