

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.

Roles and 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 UKCNA and UKRSC.
6. Attend the UKCNA Committee meeting for input only.

Helpful Hints for Budgets

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

The Arts and Graphics Committee considers the expenses needed for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the convention. The Program and Registrations Committees estimate the cost of stationery, mailing, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment which will be used at the convention. This committee also sets a new budget each month, which includes the expenses of tasks that the other committees perform

on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund-Raising Committee maintains a closely monitored petty cash fund to aid in its operations.

The Hotel / Event Liaison projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention.