**Treasurer**

Executive Board

Term: 1 year (July – June)

Maximum 3 consecutive terms as Treasurer, 4 consecutive terms on Executive Board

Qualifications:

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

4.         Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service

 to the best of their ability,

5.        Be a regular attending member of an affiliated group.

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly.

Duties:

1. Attend monthly Intergroup Assembly and Executive Board meetings.

2. Collect and deposit donations from member groups, special events and Intergroup.

3. Distribute funds for Intergroup activities consistent with the adopted budget.

4. Maintain records to identify the source of money received, recipients of money spent, and purpose of expenditures.

5. Prepare a monthly financial report to the Intergroup Assembly.

6. File proper tax forms and ensure continuing tax exempt status.

7. Prepare forms or statements describing the financial status of the Intergroup as requested.

8. Oversee liability insurance policy on meeting locations, including paying premiums and reporting changes in locations to the insurance carrier. Upload copy of current liability insurance policy to Dropbox.

9. Make records available to Executive Board or Audit Chairperson as required.

10. Upload budgets, financial documents, Treasurer’s reports and other appropriate documents to “Treasurer Materials, Budget, Finances” Dropbox folder.

11. Upload other documents relevant to future Treasurers to “Position-specific Documents/Treasurer” Dropbox folder.

*Adopted by Intergroup 2/2/19.*