

Treasurer Job Description

DUTIES:

The treasurer keeps financial records for the District and reports regularly to the District meetings. In most cases, the treasurer is responsible for encouraging contribution support for District, Area and G.S.O. services.

QUALIFICATIONS:

The treasurer should be a responsible person with a solid period of sobriety. He or she should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Otherwise, the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness, and diplomacy will help the treasurer do the job. If the committee includes a finance chairperson, the treasurer is free for record keeping and financial controls.