

TREASURER

The Treasurer's job is to handle all the district's money. It is therefore important that the districts select their treasurer with care. The Treasurer should be someone who is financially secure, good at managing finances, and has a suggested minimum of one year clean and sober. Experience in business, bookkeeping, banking, or accounting is also helpful but not required. In administering the district checking account, two signatures are suggested to issue a check. This precaution protects the district from theft, and the Treasurer from controversy. It is also suggested that three signatures be on the signature card in the event that one person becomes unavailable for any reason.

Typical duties of the Treasurer include:

1. Receive contributions from the groups.
2. Administer the district's checking account.
3. Pay the rent for the District Service Committee Meeting location.
4. Reimburse approved expenses to officers and subcommittee chairpersons.
5. Keep records of all transactions and promptly make out receipts whenever necessary.
6. Report on the financial condition of the district at each meeting.
7. Comply with all MAWS requirements.
8. Create and organize a Budget and Finance Subcommittee with regular meetings as needed.

A more detailed description of the Treasurer's job can be found in the "Guidelines for District Treasurer", located in Chapter 9.