

TREASURER

The group treasurer is the custodian and disbursing officer of monies received via group collections, and as indicated in the 7th Tradition, accepting money only from MA members. Suggested clean time is six months to serve. Suggested length of MA SERVICE term is six months.

Typical responsibilities of the treasurer include:

1. Collect the 7th Tradition from the group.
2. Keep a detailed accounting of the group financial position (Chapter 4).
3. Keep the group funds. (Traditionally, groups do not accumulate funds beyond current expenses and retaining a prudent reserve of one month's expenses.)
4. Pay the rent for the meeting place. (As indicated by our 7th Tradition, some kind of rent should be paid, if only a token.)
5. Pay for refreshments and supplies.
6. Disburse money to purchase chips and MA literature.
7. Stay after meeting to collect money from the sale of literature (sold at cost).
8. Keep track of chips needed to be ordered from the DSC, if the meeting has no chip person.
9. Forward contribution to district office. (Local groups generally accept the 75/25 plan as recommended by the DSC, contributing 75% of the excess funds to the local district, and 25% to the World Service organization.)
10. Keep the meeting records, if the secretary does not.

PLEASE REMEMBER:

1. All people with commitments should attend steering committee meetings. Steering committee meetings are for the group's business only, and are held at a different time than the regular meeting.
2. All people with commitments should find someone to fill in if they cannot make the meeting.
3. Our leaders are but trusted servants; they do not govern.