



ALTERNATE TREASURER

Requirements: 3 months of abstinence; working knowledge of the 12 Steps and 12 Traditions of OA; has ability to learn and manage financials; detail oriented; mirrors efforts and provides assistance to the Treasurer.

Term: 2 year commitment.

- Assists the Treasurer in managing all Committee accounting; drafts/updates retreat budget & forecasts, presenting the budget & forecasts at each Committee meeting.
- Assists the Treasurer in overseeing online banking and reconciling the monthly bank statements; communicates with bank concerning services and fees, tracking registration fees & costs.
- Assists the Treasurer in providing refunds to registrants as directed by Registration Chair/Co-Chair.
- Assists the Treasurer in recommending pricing structure for future retreats to Committee based on projected expenses.
- Arrives at retreat 1 hour before check-in to assist Treasurer.
- Assists the Treasurer in making cash available at retreat in small bills and coins for attendee purchases.
- Assists the Treasurer in collecting 7th Tradition donations during retreat.
- Assists the Treasurer in collecting literature payments from Literature Chair.
- Assists the Treasurer in collecting Starbucks donations.
- When final bill has been approved by registration, assists the Treasurer with final payment to Retreat Center by double-checking the accounting figures/spreadsheets to help ensure accuracy.
- Assists the Treasurer in collecting receipts from Committee members and providing reimbursements as needed.
- Assists the Treasurer in making final Income & Expense Report for wrap-up meeting and OASV Intergroup.