

SECTION IX – TREASURER, THE CHIEF FINANCIAL OFFICER

The Treasurer, Chief Financial Officer, shall be elected for a two-year term commencing February 1st of each even numbered year and terminating January 31st of the following even numbered year. Candidates shall be nominated and present their qualifications at the November Intergroup Association meeting, indicating their business, work, and related experience that lends itself to the duties and responsibilities of the Treasurer position, prior to the January election. The Treasurer shall have at least five (5) years of sobriety.

The Treasurer shall perform the usual functions of a corporate chief financial officer including, but not limited to, the following:

- a. Serve as a member of the Central Service Executive Committee and Intergroup Association;
- b. Assure that all deposits to the various financial institutions have been properly and consistently accounted for;
- c. Verify the receipt of funds, and that receipt is given for monies due and payable to Central Office from any source;
- d. Assure proper disbursement of funds as directed by the Central Service Committee and ensure that there are valid vouchers for such disbursements;
- e. Keep and maintain accurate accounts of all assets, liabilities, receipts and disbursements; report all gains and losses quarterly;
- f. Review all monthly financial reports by the Office Manager;
- g. Present a detailed financial report at each regular Intergroup Association and Central Service Committee meeting. Provide additional financial reports as may be requested for special Intergroup Association, Central Service Committee, or Executive Committee meetings;
- h. Serve as a member of the Financial Committee and as a co-signer on the financial (bank) accounts; and
- i. May serve *ex officio* on all committees.

Taken from page 8 of BYLAWS OF ALCOHOLICS ANONYMOUS CENTRAL OFFICE OF LOS ANGELES (THE “Corporation”), INTERGROUP ASSOCIATION AND CENTRAL SERVICE COMMITTEE