



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

HARBOR AREA SERVICE COMMITTEE TREASURER

(Sobriety requirement: 24 months)

The Harbor Area Service Committee Treasurer is elected to administer the funds of the Committee and provides guidance and counsel regarding the fiduciary responsibilities of the Committee.

The Treasurer sees that the advice of the Harbor Area Service Committee and Service Board concerning expenditures is followed, and that the Committee and the groups have a monthly income statement and literature statement.

His/her service is in being the custodian and disbursing officer of the money contributed to our Central Office.

Maintains an awareness of all:

- ◆ Income
- ◆ Expenses
- ◆ Operating income

Prepares and provides financial reports to the monthly Harbor Area Service Committee meeting.

The Treasurer is an authorized signatory for all bank accounts and is a co-signer of all checks.