



Alcoholics Anonymous New Zealand

General Service Board

Position Description: Treasurer

February 2020

Preamble

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Our mission

To serve the fellowship of Alcoholics Anonymous.

Our Vision

We strive to be our best, for the benefit of the fellowship of Alcoholics Anonymous. We value:

- Inclusivity and diversity within our Board
- A supportive culture whereby we work collegiately
- Working with willingness, energy and enthusiasm
- Accountability as individuals as well as a group
- Working together to get it right

The role

This role provides advice, oversight and management of the General Service Office's income and expenditure including financial controls, finance related issues and reporting.

Relationships

Day to day communication with Board Chair and Office Manager GSO.
Regular contact with current Class A and Class B Board Members.
Bank Manager(s) where AA funds are deposited
Contact with legal entities as required throughout the financial year.

Key responsibilities

- Have an understanding of GSO's financial position, its income and expenses, and the drivers of financial change in the organisation.
- Ensure that GSO maintains an appropriate, proportionate level of financial controls.
- Provide advice and support to the GSO in relation to financial issues.
- Review the monthly GSO accounts:
 - ensuring appropriate accounting treatment,
 - determine the cause of any deviation from expectations, ensuring the Chair is informed of material differences.
- Prepare a financial summary for each Board meeting or Conference that:
 - ensures complete transparency in relation to GSO's financial position and transactions,
 - enables the Board/Conference to understand the financial position,
 - raises any issues that should be brought to the attention of the Board/Conference.
- Lead or oversee the preparation of the year end audited financial statements.
- Provide advice to other Board members in relation to GSO-related financial issues.
- Ensure GSO financial obligations are met including Bank, GST, IRD, Companies Office and others.
- Process weekly payroll for GSO staff.
- Provide support for GSO staff in the processing of financial transactions (as required)
- Participate in Conference, providing a financial perspective, if relevant.
- Oversight of budget for National Convention.
- Active participation on the Finance Committee

Additional duties

- Undertake own project work.
- Actively participate in Board and Conference sub committees.

Technical skills and experience

- Chartered Financial Accounting qualification (preferable)
- Experience in managing funds for a charity or incorporated society.
- Sound business acumen and industry experience

- Computer literacy
- Leadership experience and qualities including sound judgement, resoluteness and a willingness to stand up and express oneself.

Class B Board member (Alcoholic)

Requires at least 8-10 years continual sobriety
Conference experience is preferable
Evidence of service positions at various levels

Class A Board members (non-alcoholic)

A genuine service interest and a knowledge and love of Alcoholics Anonymous
Proven track record on your chosen field
Demonstrated use of professional qualifications
Experience in the voluntary sector and community service, along with an interest in, or experience of, alcohol and/or addiction related services
Term is three (3) years but a further three (3) year term may be served