

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)
DUTIES OF**

TREASURER AND ASSISTANT TREASURER

Revised June 2020

The Treasurer is responsible to be the liaison with SEPIA's public accounting firm and to provide oversight in financial recording and reporting at SEPIA to ensure that SEPIA is operating within the requirements of federal, state, and local laws.

The Treasurer cooperates with the Office Manager in providing procedures and safeguards for the receipt and accurate recording of funds received at SEPIA from contributions, literature sales, *Interviews* subscriptions and all Special Events, and to ensure that accurate and timely deposits are made.

The Treasurer is responsible to provide a monthly report of all SEPIA financial transactions to the Steering Committee and the Intergroup Representatives (IGRs) and answers all questions from the fellowship regarding these reports.

The Treasurer chairs the Finance Committee monthly meeting, which provides advice and makes recommendations to the Steering Committee with respect to the financial affairs of the Association. This will include, but is not limited to, annual budgets, expenditure controls, sources of income, salary reviews, size and status of prudent reserve and other financial matters.

The Treasurer, through the Finance Committee, is responsible to update and issue, where indicated, SEPIA's Financial Guidelines.

The Treasurer is responsible to ensure that group contribution records are accurate, up to date and published at least annually.

The Assistant Treasurer assists the Treasurer in every SEPIA financial matter and acts for the Treasurer in his/her absence.

The Treasurer and Assistant Treasurer attend all Steering Committee meetings; Special Events functions; Finance Committee meetings; and the monthly five-county Zone IGR meetings on a rotating basis and gives a verbal report at these meetings. The Treasurer and Assistant Treasurer oversee all counting of the money at the Round-Up and makes deposits as needed.

The Treasurer supplies information to the Chairperson, Vice Chairperson, and the Assistant Treasurer about the Office Manager and other paid staff employees in early October of each year to review the manager's performance and all other employee's salaries.

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Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer support and attend all Special Events like the Round-Up, the Share-A-Day event, the Gratitude Breakfasts, the Dinner Dance, and all other events sponsored by the SEPIA Special Events Committee. They also support the Unity Committee by attending the annual Unity Picnic, as well as all Unity Pitch events whenever possible.