

# GNOSB Treasurer Job Description

## Minimum qualifications:

- **5 years of continuous sobriety**
- Active participation in Alcoholics Anonymous (have worked all 12 steps, participate in a home group, have a sponsor and sponsees)
- A financial or business background

## Responsibilities

- **Attend monthly service board meetings**
- **Analyze monthly accounting statements** provided by the GNOSB accounting firm
- **Present a concise financial report at service board meetings**, making recommendations as needed
- **Present quarterly financial reports** to Trustees and to the Service Board
- **Attend monthly Trustee meetings** to provide counsel and guidance to the Trustees
- **Communicate monthly with Central Office Manager** regarding accounting/budget analysis
- Lead, recruit membership for, and facilitate the **GNOSB Budget & Finance Committee**, hosting meetings quarterly at minimum
- Support the **creation of the annual GNOSB Budget**
- Serve as an authorized **check signer** for GNOSB
- **Monitor GNOSB bank accounts** in partnership with the Central Office Manager and Trustees

## Additional considerations

- Position term coincides with Chair (appointed every two years)
- Trustee meetings are typically virtual and can be attended from anywhere; they take place the week prior to the SB meeting
- Service Board meetings are always held the last week of the month, on rotating days M-Th @ 6:30pm (dates listed on website calendar at [aaneworleans.org](http://aaneworleans.org))
- End of current term is June 2021 for Chair/Treasurer
- Please reference additional supporting information included in the [GNOSB Bylaws](#)