

## **TREASURER**

Responsible for all financial affairs of the Intergroup Office. Unusual expenses over \$50.00 must be approved by the Body of Representatives.

Review and balance all expenditures and receipts. Sign checks with co-signature of Chair, Secretary or Intergroup Office Manager. Two signatures are required on all checks and may be any two of the aforementioned persons.

Prepare monthly financial report with the aid of the Intergroup Office Manager. This report is to show all receipts and expenditures of the past month and year to date.

Responsible for overseeing the preparation and signing of all federal and state tax forms. An outside service may be used for the preparation of these forms, subject to the approval of the Body of Representatives.

Prepare an annual budget.

Ensures the Intergroup Office maintains a 3-month prudent reserve.

**May vote in the Body of Representatives meetings.**

## **DUTIES OF ALL OFFICERS**

- Functions of the officers are as follows:

- To select, hire, and aid the Office Manager.
- To oversee the operations of the Intergroup Office and be responsible for its functioning in the absence of the Office Manager.
- To promote group interest in the Intergroup Office and its activities.
- To supervise and approve all financial transactions of the Intergroup Office.
- To perform an annual performance evaluation of the office manager and recommend a compensation adjustment.

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- If any officer fails to appear at two (2) consecutive monthly meetings without being excused, the officer may be replaced as provided in Article VI of the Bylaws.