

Proposed Duties of Area 54's Alternate Treasurer

The Alternate Treasurer would be elected by the body in October, work closely with the Treasurer and fill in for the Treasurer when necessary. The Alternate Treasurer is not part of the Panel, does not have to be bonded, and does not automatically step into the Treasurer's position if the Treasurer quits. The body would elect a new Treasurer.

Duties include:

- Assist the Treasurer in maintaining the checking account. The Alternate Treasurer is not a signatory.
- Assist the Treasurer in preparing quarterly financial reports for the January, April, July and October Assemblies, including detailed expenses and actual vs. budget numbers.
- Help the Treasurer record contributions from groups, districts and other entities, and help send thank-you letters to contributors (including an Area remittance envelope) in a timely fashion. Also helps the treasurer prepare quarterly contribution reports.
- Participate in planning meetings when requested by the Treasurer or Panel.
- Be willing to learn Area 54's accounting platform.
- At Assemblies, in the Treasurer's absence, gives a Treasurer's report summarizing current receipts and disbursements and the monthly bank statement.
- At the end of the rotation, works closely with the newly elected Alternate Treasurer to pass on the acquired knowledge, documents, and prepare the new Alternate Treasurer for their rotation.
- Shall perform other duties as needed for the Area Assembly, Panel and Treasurer.