

Spring Fling Committee

TREASURER

(Minimum 5 years sobriety)

The Treasurer should have a lifestyle and job situation that allows for ample dedication of time to the duties of this office. **This position is a 2 year commitment.**

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings. This is important in order to maintain group cohesiveness, to participate and exchange ideas, and to maintain a quorum when voting on issues.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide leadership in their specific area and to initiate action necessary for a successful conclusion.

Officer Duties

- Assume responsibility for preparation and submission of budgets for Committee review/approval.
- Set up and maintain PayPal registration website.
- Set-up checking account with Bank of America:
 - a) Signature cards
 - b) Ordering of checks, as necessary.
 - c) Rubber stamp for deposit endorsements.
- Prepare budget for Committee as a whole.
- Be available for dispersing budget funds to committee chairs.
- Control Cash deposits and disbursements:
 - a) Retain and organize records of payments
 - b) Receive checks and currency from other officers.
- Prepare separate envelopes for cash collected.
- Collect cash at the conference, keeping incomes separate (souvenirs, raffle, registration, 7th tradition, etc.)
- Count and deposit all funds by close of business on Monday following conference.

- Prepare financial reports for accountability of all income and expenses. Present report at the March Committee meeting.
- Obtain temporary Sellers Permit along with reporting documents form State Board of Equalization (Committee Chairperson obtains the documents).
- Prepare report of all sales taxes due and file the report promptly after the conference.
- Disburse all funds after the post-conference meeting, as directed in the Committee Guidelines.