

Treasurer assistant amendment to approved 9-2007

Treasurer's Assistant:

It is suggested that the MHASC Treasurer have a minimum of four (4) years continuous clean time, has demonstrated a working knowledge of the Twelve Traditions and Twelve Concepts of Service of Narcotics Anonymous, and presents a history of completed NA service positions.

Treasurer's Assistant's Responsibilities:

1. July-December: Verify that literature orders are correctly added up and verify the funds paid. This involves noting any "overages" from groups which are to be donated to the Area.
2. January-June: Work side by side with the Treasurer, learning the above-stated responsibilities in order to be prepared to take on the position of Treasurer in July, if elected.

An effective Treasurer's Assistant will be: accountable, trustworthy, organized, willing to learn, "good at managing their own finances, and inspire trust of the committee. Experience in business, accounting, bookkeeping, or as a successful group treasurer is helpful" (GLS). Good Excel skills are highly advantageous in this position.