

- By the 15th of each month, the Treasurer reconciles the bank statement for the prior month, which includes randomly selecting a number of checks to verify the payee matches what's entered into the Quick Books. End of months reports are to be generated and reviewed.
 - At the beginning of every odd month, The Treasurer runs a year to date report for each of the Committees to show the balance amount of their budget, and distributes the report to the Steering Committee.
 - 9. At the beginning of every odd month, the Treasurer will create a report to be provided to the steering committee and to be included in the 20/20.
- **Assistant Secretary/Treasurer**
 - Provide support for their respective officers and perform such duties as may be directed by their respective officers.
- **Unity**
 - Is responsible for planning and promotion of such activities and functions as are authorized by the Steering Committee and the Delegates to promote Unity in the A.A. community
 - Locate and encourage support from groups and volunteers as may be found through word of mouth, newsletter and the Intergroup Office.
 - Express prudent concern for the finances of the committee.
 - Attend all Steering Committee and Delegate meetings.
 - Shall make a report of activities to the Steering Committee and Newsletter.
- **Executive Secretary Job Description**
 - Minimum of Five Years Continued Sobriety
 - Is a paid employee of the Metrolina Intergroup Association Steering Committee
 - Shall keep the Steering Committee apprised of the activities of the office and deliver a report at the Steering Committee and Delegate Meetings
 - Will attend all Steering Committee and Delegate Meetings
 - Will give the Steering Committee Secretary all communications addressed to them
 - Work with Treasurer and Finance Committee on all financial reports, to include any monthly, quarterly, and annual reports that are due
 - Will pay bills and invoices in a timely manner, make deposits on a regular basis.
 - File and pay all taxes and forms necessary
 - Manages and reviews all contracts required for administration of the Intergroup Office