

Assistant Treasurer Policies & Procedures

Term of Office: June 1 – May 31

- Serve on the Executive Board and attend all Executive Board meetings. (In the case of Treasurer and Assistant Treasurer, they may wish to alternate their Board meeting attendance.)
- Shall update and maintain the policies and procedures for the position of Assistant Treasurer. These shall be posted in the appropriate AWA digital location. A paper copy may be kept to pass on.
- Shall be informed about the organization, its issues and connection with the members and community.
- Use the Board email system as the primary tool to communicate with members of the Board.
- Shall serve as assistant to the Treasurer in the preparation of deposits and records and as required.
- Work with the AWA Bookkeeper.
- Uphold all Policies and Procedures of the Treasurer.
- In the absence of the Treasurer, the Assistant Treasurer will handle all Treasurer duties with the exception of writing checks from the AWA bank account. This will be done by the President or other signatory.
- Responsible for upholding the financial integrity of the AWA.
- Attend monthly coffee morning programs, sponsor programs, as well as Newcomer, Regular, Special and Annual Membership Meetings.
- Shall support all Special Events of the AWA.