

Treasurer (minimum 10 years clean time required)

1. Open/Maintain a non-profit checking account for the NEFASR. There should be three signers on the account, to include the treasurer, chairperson, and vice-chairperson.
2. Open a post office box for the NEFASR.
3. Maintain the NEFASR checking account and checkbook. (Each year the committee is responsible for paying their own expenses)
4. Be solely responsible for the start-up funds and additional funds presented by the committee and various subcommittees. Always maintain cash in hand in a secure manner.
5. Make payment for the NEFASR post office box annually.
6. Prepare and present current status reports to the NEFASR committee.
7. Make regular and timely payments for rent of the NEFASR storage facility. (If applicable)
8. On the day of the NEFASR, disburse start-up funds to respective subcommittee chairs unless otherwise previously re-delegated. The disbursement of funds must be made directly to the subcommittee chair.
9. Deliver, in person, a full financial report of the retreat to the NEFASR committee upon completion of the retreat.
10. Disburse and collect funds as necessary in accordance with the committees' decisions.
11. Deposit all collected funds within 72hrs of receipt of said funds.