

# CODA UK National Service Committee

## Treasurer Role Description

### CoDA Experience and Commitment

It is suggested that the Treasurer

- Is an active member of CoDA regularly attending CoDA meetings
- Has the support of a sponsor, a co-sponsor or a step group
- Regularly attending CoDA NSC meetings and has attended at least three CoDA NSC meetings
- Has a full understanding of the steps, traditions and guidelines
- Provides or has provided service in their CoDA home meeting
- Is willing to commit to service in this role for a minimum of two years

### Term of service

As for all CoDA service positions, clearly defined terms of office and/or rotation of officers is highly recommended and considered healthy.

According to the Fellowship service manual, a term office of two years is suggested unless otherwise specified by a Group conscience.

If no one can fill the position after a term is up, then the same candidate may continue filling the position another year or two if the group conscience allows, until a suitable candidate is elected.

Or the position can remain vacant until a candidate is found to fill the position.

Outgoing officers are expected to attend to supply information and materials to their successors and cooperate to ensure the smoothest possible transition.

### Duties

The Treasurer

- is not financially responsible for CODA UK, but is accountable to the NSC for the prudent management of the CoDA UK finances
- manages the CoDA UK NSC current account. The Fellowship Service Manual (Part 2, Meeting Handbook) suggests that there are at least two signatures on a checking account (e.g., the Treasurer's and the Chair's or Secretary's).
- monitors NSC treasurer email address and answers queries at least weekly
- maintains proper and accurate records of all receipts and disbursements
- prepares and presents a written report of the status of the CoDA UK NSC account in the established meeting periods (and when requested) to the Fellowship for transparency purposes.
- is responsible for receipts, disbursements and proper accounting and documentation of all funds (7th Tradition donations) and expenses for the NSC

- collects 7<sup>th</sup> tradition donations from meetings
  - monitors and reports PLI payments to the NSC PLI service person
  - books and pays rent for meeting venue
  - pays subscription fees or reimburse subscription fees to sub-committee members
  - reimburses NSC officers travel expenses
  - makes payment to subcommittees to support their work in accordance with NSC group conscience decisions
- checks sub-committee funding requirements to prepare yearly commitment report
  - works harmoniously with ad-hoc sub-committees to set up budget and monitor actual vs budget (i.e. NSC sponsored workshops)
  - Prepares/reviews spending and expenses policy upon request from NSC
  - Prepare/reviews new meeting loans policy upon request from NSC
  - Manages new meetings set up loans
  - Notifies the NSC immediately of any financial shortfall
  - Remains available to incoming treasurer to ensure smooth transition, handover of documents and change of bank account signatories