

At the June 14 Executive Board Meeting, a resolution was voted upon and passed to create a new Board position, with voting rights, entitled "Executive Treasurer." This person will be appointed by the Director and approved by the Board.

The Executive Treasurer will serve for one (1) year and is required to have at least four (4) years of sobriety and at least two (2) years with SFV H&I. There are no term renewal limitations.

If this new position is approved, the following language is suggested to be added to the Guidelines :

EXECUTIVE TREASURER

1. Shall be a licensed CPA or enrolled agent.
2. Shall be knowledgeable with the Quickbooks program and input all treasury information into Quickbooks, with tracking by group, and balance all bank accounts within Quickbooks.
3. Shall be responsible for submitting all information for required government filings including, but not limited to, federal and state tax returns and Secretary of State filings.
4. Shall provide and distribute appropriate accounting statements to the Board, including, but not limited to Profit and Loss, Income Statements and Balance Sheets with regard to all checking accounts (Literature Fund, Literature Fund Raising Account, and General Fund Account [including the Intergroup Representative Fund]).
5. Upon expiration of term, will turn over to the newly appointed Executive Treasurer (or Director in the absence of a new Executive Treasurer), all accounting and government records and files, including digital and hard copies in the Executive Treasurer's possession.
6. Executive Treasurer shall keep the current year, as well as previous year's records, in their possession. All other records shall be turned over to Archivist for storage.

In order to make these changes to the Guidelines, approval by a simple majority vote at two (2) consecutive business meetings must occur (p.18).