

Sea to Sky Intergroup

Qualifications and Responsibilities of Assistant Treasurer

Term of Office: The term of office shall be not less than one year or more than 2 consecutive terms, except for reasons to be decided by the Sea to Sky Intergroup.

Qualifications for Appointment Election:

- Six months or more membership in the Overeaters Anonymous program.
- Previous service on the Sea to Sky Intergroup Board or attendance at three of the previous six Sea to Sky Intergroup meetings as a meeting representative or committee chairperson.
- Recovering from compulsive overeating and having at least three months current abstinence at the time of the election.
- Working the Twelve Step program to the best of his/her ability and having taken the 5th Step.
- Present at the election, or having sent a letter indicating willingness and qualifications for this position.

Responsibilities:

- a. Shall maintain abstinence while serving as an Elected Board Member.
While each person is the sole judge of his or her own abstinence, for the purposes of accountability while serving Sea to Sky Intergroup, should a break in abstinence occur, please advise the Chair.
- b. Shall assist the Treasurer in taking in monies received on behalf of Sea to Sky Intergroup and issue receipts.
- c. In the absence of the Treasurer, the Assistant Treasurer shall:
 - take in all monies received on behalf of the Sea to Sky Intergroup and issue receipts
 - fill in the Sea to Sky Intergroup Activity Report
 - prepare any required cheques for the Chairperson's signature
 - deposit all monies received into the Sea to Sky Intergroup bank account
 - ensure that the completed Sea to Sky Intergroup Activity Report and all receipts submitted for payment are submitted to the Treasurer.