Edinburgh and Midlothian Intergroup
Service Role Descriptions

INTERGROUP TREASURER

Purpose of the Role
The Intergroup Treasurer is responsible for the careful stewardship of Intergroup funds. The role ensures that finances are managed transparently and responsibly, in line with the Seventh Tradition and guidance from Alcoholics Anonymous (Great Britain).

Term: Typically a three-year term, to be confirmed by the Intergroup

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Qualifying Requirements

- **Active AA Membership** – A member of Alcoholics Anonymous with an understanding of the Seventh Tradition and AA service structure.
- **Period of Sobriety** – Usually a minimum of two years' continuous sobriety, as agreed by the Intergroup.
- **Financial Competence** – Able to maintain clear and accurate financial records and present straightforward financial reports.
- **Integrity and Reliability** – Trusted to handle funds honestly and confidentially.

Key Responsibilities

Financial Record Keeping
Maintain accurate records of income, expenditure, and balances, using agreed systems.

Reporting to Intergroup
Provide regular, clear financial reports to Intergroup meetings, including balances and significant transactions.

Banking and Payments
Manage Intergroup bank accounts, receive contributions, and make authorised payments promptly.

Budgeting and Prudence
Support the Intergroup in budgeting and prudent reserve decisions, in line with AA guidance.

Seventh Tradition Contributions
Arrange appropriate contributions to Region, GSO, and other service bodies as agreed by the Intergroup.

Continuity of Service
Ensure orderly handover of accounts, records, and access to the incoming Treasurer.

Notes

The Intergroup Treasurer plays a key service role by safeguarding AA funds so that the Intergroup can continue to support the carrying of the AA message.