

## SFV H&I GUIDELINES

### D. TREASURER:

1. Shall have a minimum of three years of continuous sobriety and two years of continuous Committee service at the time of election.
2. Shall hold office for one year and may be reelected for one succeeding term.
3. Shall receive, deposit, and disburse as required all funds of the Committee, with the exception of those funds obtained or contributed for the purpose of buying AA literature.
4. Shall maintain a two-signature checking account with a local bank.
  - A. Valid signatures will be two of following, Director, Co-Director and Treasurer.
  - B. All committee funds with the exception of the Literature Fund and the Literature Fund Raising committee shall be accounted for through transaction on this account.
5. Records shall be kept current, and may be examined by any elected officer at any time.
6. Shall give a verbal report at the meeting.
7. Upon expiration of term, shall turn over to the newly elected Treasurer all monies, records, and checkbooks.
8. If termination is through voluntary or involuntary resignation, all monies, records, and checks, and checkbooks shall be turned over to the Director immediately.
9. Treasurer shall keep last years records and current years in there possession. All other records shall be turned over to archives committee for storage.
10. Shall attend all Committee Board and Business Meetings.

### E. POLICY COUNCIL MEMBERS:

1. Shall have a minimum of three years of continuous sobriety and one year of continuous Committee service at the time of election.
2. Shall attend all Board Meetings as well as Policy Council Meetings. When requested, shall also attend any special meetings called by the Director or Policy Council Chairperson.
3. The Policy Council is composed of a Chairperson (preceding year's Director), and two elected members—each with a staggered term of two years duration.

