



Central New Mexico Intergroup

Job Title:	Treasurer	Job Category:	CNMI Board*
Abstinence requirement:	6 months current abstinence		
Term of Office:	2 years – elected in odd years		
Prepared by: Howie S	Updated: July 2018		

Job Description

ROLE AND RESPONSIBILITIES

Maintain CNMI checking account:

1. Receive funds from P.O. Box and/or from members and deposit in timely manner
2. Pay invoices for expenses and services as due.
3. Reimburse CNMI members for expenses incurred for CNMI activities.
4. Enter payments and income into CNMI check register; balance check register to end of month bank statement.

Attend monthly CNMI meeting

May attend all committee meetings with the exception of the Nominating Committee, unless they are an appointed member of that committee

Provide written reports of income/expenses for attendees and give a verbal overview of current finances.

Oversee budget process and present proposed budget to CNMI in December or January.

Submit annual reports/forms to IRS (Jan/Feb) and state of New Mexico (March/April).

Share CNMI general account check register to the CNMI email account on a monthly basis.

PREFERRED SKILLS

Attention to detail

Access to and proficiency in use of Word and Excel or similar software

ADDITIONAL NOTES

*See CNMI bylaws, Article IV for more information about the CNMI Board and CNMI Policy Manual, Article ___ for Board member qualifications and duties