

Additional Job Descriptions Board of Directors

Approved May 18, 2019

Chairperson

- Signs any contract requiring authorization by the Board including but not limited to contracts for a convention site, contracts for archival storage, *etc.*
- Appoints a Secretary pro tem in the absence of the Secretary at Board meetings

Treasurer

- Maintains corporate checking account and handles all corporate collections and donations;
- Pays all bills for approved expenditures and prepares tax forms if needed;
- Maintains a separate accounting of any earmarked contributions for IRS purposes;
- Files a report and pays the **New Hampshire Non-Profit Corporation** filing fee for our **AI-Anon/Alateen Family Groups NH Inc.** (Business ID: 143792) to the State of New Hampshire when due [currently by December 31st every five (5) years starting in 2005];
- Files annually the necessary forms with the State of New Hampshire Department of Justice (Charitable Trusts);
- Files annually the Internal Revenue Service Form 990-N;
- Forwards to the WSO, before January 1st, the equalized expense (or full WSC cost if approved) for the Delegate to attend the World Service Conference;
- Makes written financial reports for every Board meeting;
- Chairs the Budget Committee meetings to prepare the proposed budget by meeting a sufficient number of times. The budget is then presented for discussion at each of the two (2) AWSC meetings prior to the Fall Area Assembly and subsequently presented to the Fall Area Assembly after Board approval