**Proposal – Assistant Treasurer guideline changes – Decided on at the October ASC:**

**CURRENT ASC RESPONSIBILITES & QUALIFICATIONS FOR ASC STEERING COMMITTEE AND SUB-COMMITTEE CHAIRS**

 **6) OTW ASC Treasurer**

a) Is responsible for the maintenance of the OTW ASC bank account.

b) Accurately records all financial transactions of the OTW ASC, presenting a report at each meeting.

c) Collects and maintains financial reports from ASC participants.

d) Disburses funds in a timely fashion per ASC decisions.

e) Collects all funds provided to the ASC by donations, SC activities, etc, and deposits them in the ASC bank account.

f) Presents an annual report and budget to the ASC as described in Article VII.

g) Updates signer cards every June and whenever necessary.

h) Maintains the ASC P.O. box and brings the mail to each ASC.

i) When treasurer position is rotated, works with new treasurer to ensure proper signatures on bank accounts, PO Box, and any other necessary ASC business.

**7) OTW ASC Assistant Treasurer**

a) Works side by side with treasurer learning above tasks.

b) Reviews checking balances and transactions for accuracy and reports any concerns to treasurer and chair.

c) Performs annual audit of the previous year’s financial transactions to ensure accuracy and to assist treasurer in budget planning for coming year.

d) Creates costs calendar for coming year including rent, web-site costs (if applicable), and any other standard costs occurred for the ASC.

e) Collects all funds provided to the ASC by donations, SC activities, etc, and deposits them in the ASC bank account.

f) Performs tasks of treasurer at ASC when the treasurer is absent.

**ARTICLE V: RESPONSIBILITES & QUALIFICATIONS FOR ASC STEERING COMMITTEE AND SUB-COMMITTEE CHAIRS**

**7) OTW ASC Assistant Treasurer**

Point f) states “Performs tasks of treasurer at ASC when the treasurer is absent.”

**PROPOSAL:**

Treasurer proposes to the ASC body to amend the current Off the Wall Area Guidelines to have Assistant Treasurer as a signer on the ASC bank account.  Current qualifications of Asst Treasurer, point ‘f’ states that Assistant treasurer “performs the tasks of treasurer at ASC when the treasurer is absent.”  This is currently not 100% possible as Asst Treasurer is not authorized to be a signer on the ASC checking account.

It is understood that Chair & Vice Chair are also signers on the ASC checking account, however adding Asst Treasurer will:

1. Allow for proper, required backup support in treasurer’s absence (short or long term), without having to seek out a Chair or Vice Chair to do business at a branch
2. Allow for smooth transition from Asst Treasurer to Treasurer at end of term.