

**MOTION: The WSEA 92 Finance Committee proposes that the following changes be made to the WSEA 92 Alternate Treasurer position description in the WSEA 92 Handbook updated October 2023.**

**MAKER OF THE MOTION: WSEA 92 Finance Committee**

**1) 6.6 WSEA 92 ALTERNATE TREASURER (add another qualification)**

**Addition**

*Previous experience serving on the WSEA 92 Finance Committee is encouraged.*

**2) 6.6 WSEA 92 ALTERNATE TREASURER (under “As Finance Committee Chair:” bullet point #1)**

**Current**

- Will chair the Finance Committee meetings.

**Replace with**

- *Will participate in and chair all Finance Committee meetings:*
  1. *Regular monthly meetings.*
  2. *Additional meetings as needed.*
  3. *Friday night meeting at Assemblies and Quarterlies.*

**3) 6.6 WSEA 92 ALTERNATE TREASURER (bullet point #4)**

**Current**

- Taking into consideration input from the Finance Committee, the Alternate Treasurer is responsible for the selection of a Financial Review Committee Chair who will establish a Financial Review Committee (FRC). Generally, the FRC shall consist of 4 to 10 members and shall include a past delegate. The immediate past treasurer and/or Alternate treasurer are *encouraged to serve on the committee.*

**Replace with**

*Taking into consideration input from the Finance Committee, the Alternate Treasurer is responsible for the selection of the annual Audit Committee Chairperson who will establish an Audit Committee. The Audit Committee shall consist of 6 to 10 members and shall include at least one past delegate. A past Treasurer and/or Alternate Treasurer are encouraged to serve on the Audit Committee. The immediate past Treasurer and Alt. Treasurer are not eligible to serve on the Audit Committee until the following rotation.*

**4) 6.6 WSEA 92 ALTERNATE TREASURER (under “As Finance Committee Chair:”)**

**Delete**

5. *Participates in and chairs Finance Committee meetings at WSEA 92 Assemblies and Quarterlies.*
6. *Chairs Finance Committee conference call meetings when needed*

5) **ADDITION** (add a description of Finance Committee)

**6.6.1 WSEA 92 FINANCE COMMITTEE**

**Add**

*The WSEA 92 Finance Committee (FC) is a resource to the Area on financial matters. The committee provides oversight of WSEA 92 financial processes through monthly review of the most current financial reports of Income, Expenses, Budget, and Bank Reconciliation, by assessing the budgetary impact of proposed motions, and by insuring timely and thorough responses to inquiries directed to the Finance Committee from the Fellowship and the WSEA 92 Committee. The FC also offers support and assistance to the WSEA 92 Treasurer and Alt. Treasurer as needed.*

**COMPOSITION:**

- *CHAIR: The Elected WSEA 92 Alternate Treasurer is always the chair of the Finance Committee. (Newly elected Alt. Treasurer will begin attending FC meetings the month after being elected (Nov.) and assume the Chair position on January first)*
- *WSEA 92 Treasurer (beginning with the first FC meeting after being elected)*
- *A Secretary (a FC Member appointed by the FC chair)*
- *At least one past Delegate*
- *At least one DCM*
- *A past Treasurer*
- *Up to five volunteer members willing to serve a three-year rotation on the Finance Committee.*

*\*The FINANCE COMMITTEE GUIDELINES can be found on the Area92aa.org website. The guidelines are intended as a guide to conducting the business of the Finance Committee.*

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**BACKGROUND**

When the WSEA 92 Handbook was revised and passed by the body in its entirety, it was understood that some sections might need to be updated.

The current Alternate Treasurer Position Description does not provide the following specifics:

- The Alternate Treasurer’s role in the formation of the Annual Audit Committee.
- A basic description of the Finance Committee. The current WA State East Area 92 Handbook contains committee descriptions for the Handbook Committee, Archives Steering Committee and Technology Committee, but not the Finance Committee. The current position description for Alternate Treasurer does not necessarily contain errors as much as it is silent on some of the responsibilities of the position.

The Finance Committee believes it is the responsibility of WSEA 92 to provide accurate descriptions of what is expected of our trusted servants. The Alternate Treasurer's position description should include at a minimum the makeup of the Finance Committee and the purpose the Finance Committee serves.

**What happens if this motion passes?**

The position description for the WSEA 92 Alternate Treasurer will more clearly define the responsibilities for those serving in the position or those considering making themselves available for the position. In addition, the proposed changes will provide more specific information to the body in understanding the qualifications and duties of the Alternate Treasurer.

**What happens if this motion fails?**

1. The WSEA 92 Handbook will remain vague and ambiguous in some areas of the Alternate Treasurer position description. The Handbook will continue to contain inadequate information regarding the Finance Committee.
2. The WSEA 92 Handbook will continue to use the term "Financial Review" instead of "Audit". The official terminology for the procedure performed by the WSEA 92 Audit Committee is an Internal Audit.