

## Refuge Recovery Group Treasurer

The Treasurer of the RR group is responsible for the funds which are donated to the group and for the proper distribution of these funds. For the purpose of most groups, officers usually consist of a Group Representative, a group recording Secretary and a Treasurer. In very small groups, the recording Secretary and Treasurer duties can be combined until an additional member becomes qualified to serve as a group officer.

### Qualifications for All RR Group Officers

We have found that RR Group trusted volunteers are most successful if they have certain assets necessary for the performance of their responsibilities :

- The willingness or desire to serve the group.
- A history of time abstinent from all intoxicants and adherence to process addiction bottom lines. We suggest a minimum qualification of six months.
- Knowledge of the Refuge Recovery program.
- An understanding of the Refuge Recovery Guiding Principles.
- Active and ongoing participation in the groups they are to serve.
- Ability to work with others in a constructive manner

### Duties of the RR Group Treasurer

- Keeps an accurate record of all the group's financial transactions.

- Maintains the group accounts, and is responsible for issuing funds to pay the rent, purchase books, buy supplies, and cover the costs of any miscellaneous expenses the group incurs.
- Makes group contributions to directly support the Refuge Recovery World Service Office. Each group benefits from the services provided by RRWS and each group relies on all other RR groups to support the world service organization. After paying its bills and buying a small number of Refuge Recovery books to offer for sale at each meeting, each group should hold a reserve adequate to run the group for 2 months. After this reserve has been established, all funds collected over this reserve amount are to be passed along to help Refuge Recovery as a whole.
- All group officers are responsible for encouraging and educating all group members on the benefits and the necessity of participating in group service.
- The RR Group Treasurer, after the election is held in the 12th month of the service term, is responsible for spending the 13th month of service training the incoming elected RR Group Treasurer.

#### Service Term for RR Group Treasurers

- All RR Group Treasurers serve a 13 month total term with a 12 month term of regular service and a one month period of training the incoming group treasurer.
- Service as a group officer is limited to two consecutive terms.