UDDI Treasurer Job Description September 13, 2026

1. Suggested length of abstinence of one year at the time the service begins
2. Prepare monthly IG financial report and distribute to UDDI Board and Reps prior to IG meeting
3. Keep bank records of receipts and deposits; make deposits and pay UDDI expenses as reflected on monthly financial report
4. Signatory on UDDI bank account and responsible for UDDI Checkbook and Debit card
5. Monitor UDDI PO Box and pay yearly fee. PO BOX 659, Palm Springs, CA,. 92263
6. Suggest to UDDI Board when funding help may be necessary for R2 Rep and WSBC Delegate expenses; request discussion pertaining to UDDI prudent reserve and ideas for fundraising
    a. Utilze UDDI Treasurer email: treasurer@desertoa.org
7. Mentor incoming trusted servant filling your position

Updated: _____09/13/26_____