

# Southern Nevada Literature Depot Announcement

## POSITIONS THAT NEED TO BE FILLED

The Literature Depot will need a new Director and Treasure as soon as possible. Jill B will be moving out of state in the first quarter of 2021. We need these positions filled prior to Jill leaving for banking purposes.

### DIRECTOR

Everything is in place for our Incorporation and Non-Profit 501c3 status. There are a couple of filings that need to be done annually to keep these in place. Renewal notifications are sent via email prior to these items being due.

- File annual 990 Tax postcard. (takes about 15 minutes)
- File annual Board of Directors list with the State of Nevada (takes about 15 minutes) Should the board change after this filing you can file a revised list at an additional cost of \$50.00.
- 2021 we will need a new insurance policy for non-profit organizations that will include covering our volunteers.
- Track Sales and profits for reporting to Districts and AIS.
- Place orders with WSO when inventory is needed.
- Set up bi-monthly conference calls with the board.

### TREASURER

Due to our current environment (COVID-19) we have suspended our Cloud based register. This can be reactivated at any time. This system tracks sales, profits, inventory etc.

- Record and track weekly sales for financial purposes.
- Track and record cash deposits and credit card sales.
- Most monthly payments have been set up for automatic payment. Track payments to ensure we have no disruption of services. (phone, cloud service for register, website, Microsoft Office etc.)
- Write a monthly check to the church for rent.
- Work with Director to pay Board of Directors list to the State of Nevada.
- Balance accounts.

We have been very fortunate over the years with some amazing Board Members that have work hard to keep the Depot running smoothly for Southern Nevada AI-Anon.

**PLEASE CONTACT JILL IF YOU WOULD LIKE MORE INFORMATION OR YOU ARE INTERESTED IN EITHER OF THESE POSITIONS 702-845-5736**