

Treasurer

The key responsibilities of the Treasurer are to understand the Association Rules, By Laws, Policies and Procedures in regard to it's financial obligations.

The Treasurer is also the association officer responsible for managing, collecting, reviewing and disseminating the financial records. The Treasurer is responsible for collecting key association data and creating a system to manage the financial systems and should co-ordinate the handover of the information and knowledge to the incoming board and relevant volunteers.

Responsibilities

The Treasurer is responsible for the financial tasks of the association including:

Meetings

- ☐ In conjunction with the President, schedule all board meetings and general meetings (including the annual general meeting) as early as possible
- ☐ Prepare financial records to review at board meetings when required
- ☐ Prepare and circulate according to the Association Rules, the financial accounts as required for the annual general meeting
- ☐ Setup procedures to ensure Association funds are accounted for properly and advise the Board on financial matters

Communication

- ☐ Handle all financial association correspondence, responding as required
- ☐ Be the associations point of contact on all financial matters

Succession planning

A key responsibility of the Association Treasurer is to ensure that at the end of their term a new Treasurer is able to be easily recruited.

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Board members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the Association President of the conflict who will immediately inform all other board members.