



ROLE DESCRIPTION - TREASURER

The role of the Treasurer is to be responsible for the financial supervision of the Organisation to allow the Committee to provide good governance. The Treasurer is responsible for the management and reporting of the Organisation's financial status to both the Committee and the Organisation members.

Desirable Attributes:

- good organisational Skills
- has some financial expertise
- ability to maintain accurate records
- honest/Trustworthy
- computer literacy skills
- good communication skills

Specific duties include but are not limited to:

- provide advice to the Committee in their management of the Organisation's finances
- administer all financial affairs of the Organisation
- lead the annual budget processes and ensure an appropriate budget/s is provided to the Committee for approval where required
- ensure development and Committee review of financial policies and procedures
- support any required auditing processes
- receipt of all incoming monies
- bank all monies received
- pay all accounts
- maintain accurate records of all income and expenditure
- ensure that all receipts and payments concur with bank deposits and withdrawals
- monthly financial reports – present at monthly committee meetings
- arrange and dispatch invoices for periodical payment
- issue or delegate the issuance of membership fees
- keep accurate record of all membership payments
- be a signatory on Organisation account/s