

1. Position Description

- 1.1 The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the association, is responsible for protection of the association's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.
- 1.2 The treasurer must also ensure that all financial transactions are recorded in association's accounts and producing the financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the Constitution and the Incorporated Associations legislation.
- 1.3 While the Treasurer holds overall responsibility for financial affairs a large part of the role involves oversight of a team of who conduct most of the day to day activities.
- 1.4 This position is a "Responsible Person" under the Australian Charities and Not-for-profits Commission Act and Regulations.

2. Responsibilities

- 2.1 **Knowledge.** To successfully undertake the role of Treasurer requires the person:
 - 2.1.1 To have a good working knowledge of the Association Rules, Policies & Procedures and duties of other Management Committee members.
 - 2.1.2 Understand the legal and compliance obligations of SCRDA.
- 2.2 **Governance.** Key governance responsibilities include.
 - 2.2.1 Comply with the governance standards and duties of a responsible entity as defined in the Australian Charities and Not-for-Profits Act and Regulations.
 - 2.2.2 Ensure compliance and legislative obligations are met.
 - 2.2.3 Attend all committee meetings.
- 2.3 **Tasks specific to the role.**
 - 2.3.1 Empowering the committee to manage the financial affairs of the association.
 - 2.3.1.1 Maintain the association's financial records.
 - 2.3.1.2 Preparation of a budget and cash flow projection at the start of the year for review and sign off by the committee and membership at the AGM.
 - 2.3.1.3 Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner.
 - 2.3.1.4 Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
 - 2.3.1.5 Provide a list of payments for the previous month to the committee each committee meeting.
 - 2.3.1.6 Provide a list of revenues outstanding and payments to be made to the committee each committee meeting.
 - 2.3.2 Protect the association's assets, cash and the volunteers who manage them.
 - 2.3.2.1 Implementing financial management policies and procedures which protect both the association's funds and assets and the volunteers who handle them.

- 2.3.2.2 Control the association's bank account(s), ensuring only those authorised are bank account signatories.
- 2.3.2.3 Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
- 2.3.2.4 Ensure as much revenue as possible is collected using online payments.
- 2.3.2.5 Ensure all approved expenditure is paid as when it falls due.
- 2.3.2.6 Ensure all moneys due to the association are collected.
- 2.3.3 Financial Reporting.
 - 2.3.3.1 Ensure the accounts are presented for audit in time for the financial reports to be presented to members at the Annual General Meeting.
 - 2.3.3.2 Produce the financial report to members to be presented at the Annual General Meeting.
 - 2.3.3.3 Undertake all legislatively required reporting and submissions.

3. Skills and Qualities Required

- 3.1 Maintain confidentiality on relevant matters.
- 3.2 Enthusiastic and well organised with the ability to manage a team conducting the day to day activities.
- 3.3 Ability to work in a logical and orderly manner.
- 3.4 Ability to keep concise financial records in the association's accounting system.
- 3.5 Honest and trustworthy.
- 3.6 Financial accounting or book keeping experience preferred or be willing to undertake the necessary training in these skills and the accounting system.

4. Handover

- 4.1 **Updating Key Documents.** Prior to the AGM review this Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. Submit any updates for Committee approval prior to the AGM.
- 4.2 Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.
- 4.3 **Induction of Incoming Treasurer.** Identify and encourage suitable members to consider standing for the position of Treasurer. Train, mentor and support the incoming Treasurer.

5. Related Documents

- 5.1 Australian Charities and Not-for-profits Commission Regulation 2013, Division 45 – Governance Standards.

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