



# Roles and Responsibilities

## Treasurer

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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 members who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in association's accounts and for 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.

## Responsibilities

### Knowledge

To successfully undertake the role of Treasurer the roles requires the person:

- To be informed of all association activities,
- Have a good working knowledge of the association rules and by laws, policies and procedures as well as the duties of all office holders.
- Understanding of the legal and compliance obligations of running the association.
- Have an understanding of financial and accounting procedures at a level appropriate for managing the association's financial affairs.

### Governance

Key governance responsibilities include ensuring the association:

- Ensure compliance and legislative obligations are met,
- Attend all committee meetings.

### Tasks Specific to the Role

Empowering the committee to manage the financial affairs of the association by:

- Maintain the association's financial records.
- Provide a financial report to each committee meeting including the current bank balances, a summary of payments since the last meeting and expected payments before the next meeting.
- Provide a list of payments since the last committee meeting to the committee each committee meeting for ratification.
- Protect the association's assets, cash and the members who manage them.
- Implementing financial management policies and procedures which protect both the association's funds and assets and the members who handle them.
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).

- Ensure all approved expenditure is paid as when it falls due.
- Ensure all moneys due to the association are collected.

### Financial Reporting.

- Ensure the accounts are presented for review, by an independent reviewer if necessary, and committee, in time for the financial reports to be presented to members at the Annual General Meeting.
- Produce the financial report to members to be presented at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions

## Essential Skills and Requirements

### Requirements

General Committee members are expected to:

- Act in the best interest of the members at all times,
- Attend all Committee meetings,
- Undertake the role in good faith and honesty.
- Ability to work in a logical and orderly manner.
- Ability to keep concise financial records in the association's accounting system.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred or be willing to undertake the necessary training in these skills and the accounting system.

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

## End of Year Handover

### Updating key documents

- At the end of each year the Treasurer is to review and revise their Roles and Responsibilities document to ensure it continues to reflect the requirements of the role. The updated document must be provided to the association secretary prior to the Annual General Meeting each year.
- Review all Policies and Procedures related to the role and submit any updates for Committee approval prior to the AGM.

### Induction of the incoming Treasurer

Train, mentor and support the incoming Treasurer members.