



Committee of Management - Position Description

TREASURER

Appointed By:

Elected position from the Committee of Management

Qualifications and Experience:

It would be an advantage to have basic bookkeeping and /or office experience but not necessary for this position.

Prime Purpose of the position:

This position is a requirement of the Organisation's constitution. However, as the day to day financial matters are dealt with by the Executive Officer and the Finance Officer, the Treasurers position therefore is to support and oversee this area on behalf of the Committee of Management.

General Responsibilities:

- ☺ To liaise with Executive Officer prior to each Committee meeting, reviewing the Financial Report.
- ☺ To be available to discuss with Executive Officer and / or Finance Officer financial matters when needed.
- ☺ To attend any meetings relevant to funding and finances or as required.

Specific Duties:

- ☺ Meet with Executive Officer prior to Committee meetings; review the financial report so that the Treasurer can respond if there are any queries at the meeting.
- ☺ Annually meet with Executive Officer and other members of the Executive team to prepare annual budgets for the Organisation.
- ☺ Act as signatory for the cheques as required
- ☺ Prior to the Annual General Meeting, review financial statements for the annual report.

These are the main duties of the Treasurer. The Executive of the Organisation is to carry out any other duties as delegated.