



<b>Job Title:</b>	Treasurer	<b>Job Category:</b>	Elected
<b>Group:</b>	Committee Of Management		
<b>Estimated Hrs./WK:</b>	1 Hour	<b>Term of Office:</b>	2 Years
<b>Job Description</b>			
<p><b>Over View</b></p> <p>The Treasurer is the chief financial management officer of the association. The Treasurer is directly responsible to the President and the members of the Committee of Management.</p> <p><b>Role and Responsibilities</b></p> <p>The Treasurer should:</p> <ul style="list-style-type: none"> <li>• Prepare a budget and monitor it carefully</li> <li>• Keep the club's books up-to-date</li> <li>• Keep a proper record of all payments and monies received</li> <li>• Make sure financial reports are available and understood at all committee meetings</li> <li>• Show evidence that money received is banked and documentation provided for all money paid out</li> <li>• Ensure that information for an audit is prepared each year</li> <li>• Arrange the audit if required</li> <li>• Give Treasurer's report at regular meetings and when required</li> <li>• Produce an annual financial report</li> <li>• Send out accounts</li> <li>• Pay the bills.</li> </ul> <p><b>Knowledge and Skills Required</b></p> <p>The Treasurer is someone who is:</p> <ul style="list-style-type: none"> <li>• Well organised</li> <li>• Has good numeracy skills and relevant level of computer literacy.</li> <li>• Able to allocate regular time periods to maintain the books</li> <li>• Able to keep good records</li> <li>• Able to work in a logical orderly manner</li> <li>• Aware of information, which is needed to be kept for any audit requirements.</li> </ul>			
<b>Reviewed By:</b>	President	<b>Date:</b>	22 November 2011
<b>Approved By:</b>	Committee of Management	<b>Date:</b>	
<b>Last Updated By:</b>	Secretary	<b>Date:</b>	22 November 2011