Treasurer

Prime Role

The Treasurer is responsible for overseeing the organisation's financial management, the maintenance of all records pertaining to the organisation's financial affairs; and ensuring that the financial processes of the organisation conform to best practice.

Responsibilities

The role involves the following responsibilities as outlined in the Rules of Incorporation:

- Ensure all records pertaining to the organisation's financial affairs are maintained in such a manner that they are readily available as reports for the Committee and can be conveniently audited.
- Ensure that the financial processes of the organisation conform to best practice.
- Ensure the preparation of wages for staff and payments for staff. This will include making appropriate deductions for taxation, payment of superannuation and provision for long service leave entitlements.
- Ensure that Australian Taxation Office, Work Cover Authority and Superannuation Guarantee Fund requirements are met.
- Ensure the payment of all monies owed by the Association.
- Ensure the collection and receipt of all monies due to the Association.
- Recommend to the Committee investment strategies for funds.
- Review the annual budget prepared by the bookkeeper for presentation to the Committee.
- Monitor actual income and expenditure against budget estimates and, where necessary, explain discrepancies between budgeted and actual expenditure. Advise the Committee of any appropriate action.
- Present financial reports to:
  - the Committee;
  - the Members of the Association at the Annual General Meeting.
- Consult with staff to ensure all information required by the auditor is provided.
- Ensure financial records are kept for a period of seven years.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Committee.

In the main, the Treasurer delegates aspects of the role to staff but at all times remains accountable and must ensure all responsibilities are carried out.

Election and Term

The Treasurer is directly elected by the members at the Annual General Meeting each year and holds a one year term