



Position Description

Treasurer

Executive Committee Position

Key Responsibilities

To oversee the financial assets of the Association, including ensuring accounts accurately reflect the financial affairs of the Association

Specific Duties

- Actively participate in Executive Meetings
- Set an annual budget and provide regular updates on the Association's financial position against that budget
- Set project-specific budgets for key activities including Nationals and Worlds and maintain records of historic expenditure for these activities
- Prepare annual financial reports for the Association and organise annual auditing of these reports
- Oversee financial management practices and maintain organisation records related to all financial transactions
- Support the membership officer to maintain a register of members
- Make financial records available for inspection by any member, as reasonably requested

Desirable Attributes

- be highly organised with strong financial management, record keeping and computer literacy skills
- proficiency in Quickbooks, or willingness to learn
- able to attend Committee / Executive meetings and provide financial reports
- strong personal motivation to continuously improve the Association's functions

Key Goals 2024 - 2025

1. Highly functioning Committee / Executive team
2. Publish audited financial statements at AGM and submit annual return
3. Finalise annual work program and budget for Committee