



POSITION DESCRIPTION

Position Title

Treasurer

Primary Purpose of Role

Fulfil the rules and responsibilities of the Treasurer as outlined in the Rules of an Associated Corporation. The role of the Treasurer is to be responsible for the financial supervision of the association to allow the Committee to provide good governance, including maintain responsibility for all financial transactions and records and regularly reporting on the Grainger Wind Symphony's financial status.

General Duties of a Committee Member

- 1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- 2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- 3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence, both personally and professionally.
- 4) Committee members must exercise their powers and discharge their duties—
 - a) in good faith in the best interests of the Association; and
 - b) for a proper purpose.
- 5) Committee members and former committee members must not make improper use of—
 - a) their position; or
 - b) information acquired by virtue of holding their position—
so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Key Responsibilities

- 1) The Treasurer must receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association.
- 2) Ensure that all moneys received are paid into the account of the Association within 5 working days after receipt.
- 3) Make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds.
- 4) Ensure cheques are signed by at least 2 committee members.
- 5) Maintain accurate records and ensure that the financial records of the Association are kept in accordance with the Act.
- 6) Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- 7) The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.
- 8) Support any required auditing processes.

Skills Required

- 1) Good organisational skills and ability to maintain high level of accuracy in financial records
- 2) Some financial expertise, including ability to manage budgets
- 3) Honest/Trustworthy
- 4) Good communication and computer skills
- 5) Ability to communicate and respond in a timely manner using e-mail and SMS on mobile devices.