



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