Position: Treasurer

## Role Statement

The Treasurer is the chief financial management officer of the committee and needs to have an accurate understanding of the financial status of the committee at all times. The treasurer needs to be well organised, possess a level of financial expertise and be aware of the information required for annual reporting.

The position of treasurer has several important roles and responsibilities that include:

* Maintaining appropriate accounts of all income and expenditure;
* Providing a treasurer’s report at all general meetings and at the annual general meeting;
* Making details of all accounts available to the committee members if required;
* Maintaining a bank account in the name of the committee (signatories to the account should be the chairperson, the secretary and the treasurer, with any two to sign);
* Managing any term deposits held by the committee;
* Attending to general banking activities including payment of accounts or invoices;
* Ensuring that all purchases of goods and services are consistent with Council’s financial delegations;
* Managing petty cash;
* Collecting casual hiring fees and issuing invoices to organisations or individuals that regularly use or casually hire the facility. The Committee may determine that this responsibility is delegated to the booking officer or the secretary;
* Ensuring the committee’s finances are correctly audited and presented as an annual financial report at the Annual General Meeting;
* Maintaining an up-to-date list of building contents and equipment including their replacement values and submitting these to Council as required by the Instrument of Delegation.

Other relevant responsibilities are carried by all Committee members and include:

* Being informed of and promoting the common purpose, shared goals, delegated responsibilities and current activities of the Committee;
* Contributing to building teamwork and developing respectful relationships;
* Attending all committee meetings and actively participating in decision making;
* Bringing to the committee’s attention any opportunities for improvement and problems or issues concerning the facility or community asset and its activities.