

Role Description - Treasurer AHHCA

Volunteer duties and responsibilities:

- Supervise the Administrator of the Association in receiving money and issuing receipts and ensure that all moneys are banked within **5 days** of receipt
 - Make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds
 - Ensure payments are authorised by **at least 2** committee members
 - Ensure that the financial records of the Association are kept in accordance with the Act
 - 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
 - Ensure that at least two other committee member has access to the accounts and financial records of the Association
 - Prepare a monthly financial report and send to the administrator for distribution to the committee prior to the monthly committee meeting
 - Present the monthly financial report to the committee meeting
 - Prepare the annual statement for the consumer affairs (online) in conjunction with the Administrator
 - Ensure you have reliable internet connection to attend monthly meetings via Skype (reasonable costs will be reimbursed by the association)
 - Ensure you have the ability complete online banking as all payments are made online
 - While banking with Bendigo Bank the Treasurer needs to be able to have the ability to set up new online payees which requires a security token
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- Become familiar with the Model Rules of Incorporation, the Associations Incorporation Reform Act 2012 and the Policies and Procedures of the AHHCA
 - Be responsible (with other committee members) for ensuring that the Association complies with the Act and that individual members of the Committee comply with the Model Rules and Policies and Procedures of the Association.
 - Exercise powers and discharge your duties with reasonable care and diligence.
 - Exercise powers and discharge your duties
 - in good faith in the best interests of the Association; and
 - for a proper purpose.
 - You must not make improper use of
 - your position; or
 - information acquired by virtue of holding their position so as to gain an advantage for yourself or any other person or to cause detriment to the Association.
 - Perform any other duties asked or offered from time to time by resolution at a general meeting.
 - Attend at least 90% of monthly committee meetings

- Ensure you have reliable internet connection to attend monthly meetings via Skype
- Read minutes when they come out and let the secretary know if there are any inconsistencies from your recollection of the meeting
- Read agenda, reports and any additional documents to be discussed at the monthly meeting prior to the monthly meeting
- Send any requests for topics to be included on the agenda to the secretary 10 days prior to monthly meeting
- Volunteer to be on any sub-committee or take on tasks or roles where interested and have sufficient time to perform the task

Skills, qualifications or experience required (or desired) for role

- Be a member of the association in good standing.
- Commitment to the aims and objectives of the association.
- Experience in bookkeeping and preparation of financial statements
- Time management skills
- Ability to commit to attending (via Skype conference) a general committee meeting once a month.
- Ability to attend AGM each year (reasonable travel costs will be re-imbursed).