

**POSITION DESCRIPTION – TREASURER**

a: PO Box 8183 Warnbro WA 6169 | e: enquiries@dgawa.com.au | w: www.dgawa.com.au



Reports to: The Committee, and the Members of the Association

Term: 1 Year

**General Description**

The Treasurer is responsible for all the Associations' monies, both incoming and outgoing, and the keeping of accurate records to ensure legal compliance.

**Constitutional Requirements**

The Treasurer must –

- (a) Be responsible for the receipt of all moneys paid to or received by, or by them on behalf of, the Association and must issue receipts for those moneys in the name of the Association.
- (b) Pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct.
- (c) Make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed by himself or herself and at least one other authorised Committee member, or by any two others as are authorised by the Committee;
- (d) Comply on behalf of the Association with sections 66 and 67 of the Act with respect to the accounting records of the Association by-
  - (i) keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association.
  - (ii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time.
  - (iii) keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited; and
  - (iv) submitting to members at each annual general meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding financial year.
- (e) Whenever directed to do so by the Chairperson, submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- (f) Unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and accounting records of the Association, including those referred to in paragraphs (d) and (e); and
- (g) Perform such other duties as are imposed by these rules on the Treasurer.

**Specific Responsibilities**

- Attend all committee and general meetings.
- Issue receipts for all monies received.
- Deposit all monies received into the Associations' bank account.
- Pay all bills promptly.
- Prepare financial reports.
- Advise committee members of the Association's financial position.
- Purchase all stationary.
- Control any petty cash requirements.
- Attend all DGAWA functions to see to any financial requirements

**Relationships**

- Accessible to all Committee and members.
- Works closely with the Secretary and Events positions.

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**Qualifications**

- Active voting member of the association for a minimum 12 months.
- Demonstrated leadership skills through service to the association.
- Ability to communicate effectively through written and oral form.
- Demonstrates the ability to exercise good judgement.
- Fair and impartial in relation to the association and its' matters.
- Committed to serving the common interests of the association.

**Time Commitment**

- Regularly scheduled meetings are quarterly. Two hours are allocated for all committee meetings and two hours for general meetings.
- Special meetings may be called as required.
- Preparation time is required for meetings.
- Office bearer must be prepared to spend approximately 3 hours per week on Association commitments.
- At peak times such as events and membership renewals the required weekly time may increase significantly.
- Further time commitments will be required as determined.