

Position Statement - Treasurer

Governance
Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
Advise the Board on matters of finance
Advise the Board on fundraising
Oversee the production of appropriate fully documented financial policies and procedures
Planning
With the EO, oversee [in partnership with the Board] the production of a Business Plan for the organisation
With the EO, oversee [in partnership with the Board] the regular review and development of the Business Plan
Meetings
Report to the Board at each meeting on the financial situation of the organisation
Report to the Board at each meeting on variances from the approved budget
With the Vice President, place any necessary financial items on the Board agenda in advance of the meeting
Report to the Annual General Meeting on the financial situation of the organisation
Administrative & Management
Serve on the Executive Committee between Board meetings
Rotation of the chair in the Leadership and Governance sub-committee.
Liaise with Board committee chairs on financial issues and report to the Board where appropriate
Oversee the organisation's bookkeeping
With the President, oversee the EO in ensuring that the organisation's financial records are adequate, protected, backed up, and accessible.
Oversee the organisation's banking
Oversee the maintenance of the organisation's asset register

Finance
Oversee the EO to ensure that the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
Oversee the EO to ensure that risk management strategies (including appropriate insurances) are in place
Oversee the collection and reception of all money due to the organisation and the making of all payments authorised by the organisation
With the EO, oversee the organisation's investment strategy and report to the Board
Oversee the preparation of the Budget for the coming year
Oversee the review of income and expenditure against the budget on a continuous basis
Legal
With the EO, ensure the organisation's compliance with all applicable tax arrangements
Other duties
As for Board members (below)

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