

# Treasurer

**JOB TITLE:** Treasurer

**DATE:** May 2011

**DATE TO BE REVIEWED:** May 2014

## JOB SUMMARY

The Treasurer takes on the responsibility for all financial matters associated with the Committee. The Treasurer will provide information and act as a reference point for the President and other committee members.

## ELIGIBILITY FOR TREASURER

The Vice President must hold a current individual membership or be the nominated representative of either a current service or organisational member of the WA Branch of ECA.

## REPORTING RELATIONSHIPS

The Treasurer is a current individual member of the WA Branch of ECA and this position is answerable to the President of the WA Branch of ECA.

## DUTIES & ESSENTIAL JOB FUNCTIONS

The Treasurer is to oversee the financial administration of the WA Branch of ECA. The Treasurer is required to:-

- Chair the financial committee.
- Prepare the annual budget.
- Ensure that accurate and up-to-date financial records of the organisation are maintained.
- Ensure that correct accounting procedures are followed.
- Monitor income and expenditure against the budget each month.
- Present financial reports at each meeting.
- Prepare any required financial reporting documents.
- Present the annual financial statement and auditor's report at the annual general meeting.
- Ensure adequate insurance coverage, including public liability.
- Develop policy and procedures for distribution of funds.
- Develop, in consultation with the ECA Representative, a separate budget for each funded project.

