

TREASURER POSITION DESCRIPTION

The role of the Treasurer is to ensure financial stability of the association in conjunction with the President, other Board Directors and the Executive Officer. The Treasurer is accountable, and responsible, to the Board and the ALCA membership.

REQUIREMENTS:

The Treasurer of ALCA will:

- Have been a Director of the ALCA Board for at least two years prior to election;

The Treasurer will:

- have excellent communication skills
- appropriate mathematical and computer skills
- have the ability to analyse and discuss issues of policy, organisational process and organisational finance;
- be knowledgeable regarding organisational budget planning.
- have basic bookkeeping skills or be willing to undertake a basic bookkeeping course.

FUNCTIONS AND RESPONSIBILITIES

In addition to the Board Director's Position Description, the Treasurer will:

- Work with the national Board and Executive Officer to develop a budget forecast for each financial This will include:
 - review of the budget as the financial year progresses reporting at each Board Meeting the financial state of the association.
 - provision of appropriate records to the Accountant each financial year for audit with the support of the Executive Offer
 - presentation of the audited Financial Statement at the Annual General Meeting;
 - informing the Board of any financial implications of Board decisions to promote fiscal responsibility;
- provide information and guidance as required to all Branch Treasurers;
- maintain regular contact with the Board Executive
- orientate the incoming Treasurer to the role and transfer all relevant materials and files to the incumbent within two weeks of taking office.

As per the ALCA Constitution, Rule 14.10, a one year term is renewable for up to another three terms (total 4 year term). When the individual's circumstances warrant it, resignation may be tendered in writing to the Board. Likewise, when circumstances warrant, the Treasurer can be removed from office by a majority vote of the Board. The Treasurer's authority to act on any issue can also be suspended by a majority vote of the Board.

EQUIPMENT REQUIRED

as per Board Director position description

TIME COMMITMENT

Minimum: 5 – 10 hours per week.

I _____ have read and accept the requirements of this Position Description.

Signature

Dated _ / _ / __