



Treasurer Roles and Responsibilities

The Treasurer facilitates effective and transparent financial management for Committee of Management (CoM)

Key Tasks

- liaising with the GA Bookkeeper and providing financial reports at each monthly meeting for the CoM's consideration and feedback
- receiving any money on behalf of the CoM and ensuring any funds received are paid into the GA account within 5 working days after receipt
- preparing a projected budget (annually)
- preparing financial reports for the AGM and any other and financial statements that are required under the Acts that guide GA
- preparing the Financial Acquittals for any external funds received from funding bodies (as applicable)

Key Skills

- effective communicator
- good organisational abilities
- good IT skills
- ability to be flexible and adaptable

Tenure

- The Treasurer is appointed at the Annual General Meeting (AGM) for a term of twelve (12) months with an option to renew

Hours per week

- The time commitment for the Treasurer is approximately 1 to 6 hours per month.

Other

- Must provide a current CrimCheck
- support is provided by the GA Bookkeeper and current CoM members who have Treasurer experience.

Please also refer to the Committee Of Management Terms Of Reference July 2023, the Growing Abundance Model Rules and the Strategic Plan 2023-2028