

POSITION STATEMENT: BOARD TREASURER

Governance	Ensure that appropriate financial policies and procedures are in place and fully documented
	Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation
Planning	Produce [in partnership with the Board] a Business Plan for the organisation
	Ensure [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 Secretary, 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 Finance and Governance Committee between Board meetings
	Carry out financial duties for the organisation as required
	Work with Finance and Business Manager to ensure the organisation's financial records are adequate, protected, backed up, and accessible.
	Work with Finance and Business Manager to manage the organisation's banking and bookkeeping
	Maintain the organisation's asset register
Finance	Work with Finance and Business Manager to ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	In conjunction with Finance and Business Manager, oversee the annual Financial Audit of the organisation
	Ensure that risk management strategies (including appropriate insurances) are in place
	Work with Finance and Business Manager to prepare the Budget for the coming year
	Review income and expenditure against the budget on a continuous basis
Legal	Ensure the organisation's compliance with all applicable tax arrangements
Other duties	As for ordinary Board members
Term	2 x three years, renewable for a further term (a maximum of nine years)