















BEEKEEPERS ASSOCIATION OF THE ACT (INC)

POSITION DESCRIPTION

TREASURER

The Treasurer is responsible to the Management Committee for the effective management of the Association's financial affairs. The duties of the Treasurer include:

-  Ensuring the Association's financial affairs are managed in accordance with the *Association Incorporations Act 1991*, the *Association Incorporations Regulations 1991* and the Association's Rules.
-  Keeping accurate records of monies received and expensed by the Association.
-  Maintaining a list of the Association's assets.
-  Ensuring the Association's monthly statement of accounts is available for each management committee meeting.
-  Ensuring the Association's annual statement of accounts is available for each general meeting.
-  Ensuring the Association's financial records are retained in an approved system.
-  Ensuring statements of the Association's accounts are retained for seven (7) years.
-  Maintaining the Association's bank account including the required number of signatories.
-  Arranging the audit of the Association's accounts after the end of each financial year.
-  Providing the statement of accounts and audit report to the Secretary for inclusion with the Annual Return.
-  Ensuring all financial requirements of contracts entered into by the Association are adhered to.
-  Ensuring the financial arrangements are implemented for any sub-committee established.

The Treasurer is an office-bearer of the Management Committee.

The Treasurer is a signatory on the Association's bank account.

Time commitment: 2-3 hours per week (including management committee meetings).