

SYHPANZ

Role Description Treasurer

1. Role

To provide leadership, strategic direction and oversight of the management of the financial aspects of SYHPANZ.

2. Desired skills and attributes

- Leadership skills
- Understanding of and commitment to the society's vision and mission
- Financial qualifications and / or experience in the management of a not-for-profit organisation
- Ability to gift approximately 2-5 hours a week to the performance of the role
- Effective communication skills

3. Outcomes

This position reports to the Chairperson of the Society.

4. Responsibilities

1. Work alongside the Chairperson to ensure the Society is provided with appropriate and timely advice on the financial management of the organisation;
2. Work alongside the Chairperson to ensure that all money due to the organisation is collected and received and that all payments authorised by the organisation are made;
3. Ensure that correct books and accounts are kept showing the financial affairs of the organisation;
4. Ensure the preparation of and adherence to, an annual budget for the organisation;
5. Report to the Annual General Meeting on the financial affairs of the Society;
6. Oversee and present regular financial reports and records to the Executive Committee;
7. Liaise with the Auditors;
8. Give an appropriate hand-over to a new Treasurer upon completion of appointment;
9. Participate as a member of the Executive Committee; and
10. All of the responsibilities of an Executive Committee member.

5. Executive Limits

1. As delegated by the Executive Committee.
2. To operate within the Constitution of SYHPANZ.
3. To operate within the financial guidelines of SYHPANZ.
4. To operate within the policies of SYHPANZ.

6. Term of Office

The term of office for the Treasurer of SYHPANZ is a period of one year.

7. Performance Evaluation

The performance of a Treasurer is evaluated annually by the Executive Committee. Performance is measured on the achievement of roles stipulated in this role description.