



General

1. Nature and Place of Role

- The Committee members shall elect a Treasurer of the Association at the Annual AGM held in the month of February each year.
- In the event that none of the elected Executive Committee members have the skills to act as the Treasurer this role may be appointed by the elected Committee on a yearly basis following the AGM each year. In this event the appointee will not be a member of the Executive Committee and therefore will not be entitled to vote on any resolutions.
- If a member of the Executive Committee then you will be subject to abiding by the powers of the committee as outlined in section 10 of the constitution
- The role shall report to and be accountable to the President and the members of the Association

2. Principle Duties and Responsibilities

- Librarian
- Information Technology/Database Management
- Social media management
- Hall management:
 - Maintenance
 - Hall hire
 - Hall Accounting management including:
 - Hall usage stats for Council
 - Hall assistance accountability report
- Membership Manger
 - Membership Database
 - Membership communication
 - Issuing of membership cards

WAIATARUA RESIDENTS AND RATEPAYERS ASSN



3. Time required

Total hours per year are Approx 70 hours.

4. Other