



Treasurer

1. Purpose

The purpose of this role is to:

- Account for the money received, spent and invested by the organisation.
- Ensure all the money is accounted for and at routine intervals the treasurer is responsible for creating financial statements to present to the Executive Committee.
- The financial statements summarise how the organization's money was spent, what funds were received, and how much money is invested or in reserves.

2. Nature and Place of Role

- The 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.
- Abide by the powers of the Executive 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

3. Principle Duties and Responsibilities

- Collect and receive all monies on behalf of the Association
- Pay all accounts contracted by the association when approved for payment by the President as delegated by the Executive Committee.
- Keep correct accounts of all transactions
- Have custody of all funds and keep account of them in such a manner as will at any time clearly show the true financial position of the Association

WAIATARUA RESIDENTS AND RATEPAYERS ASSN



- Pay all monies received into the account of the Association at such Bank or Banks that from time to time are determined by the Executive Committee
- Present financial reports verbally during meetings or simply provide a paper or electronic version to management.
- Submit every year to the Annual general meeting a statement of audited accounts and balance sheet at the close of the financial year.
- Approve all expenses
- Approve payments using the system provided by the bank
- Nominate an Honorary Auditor to be approved by the Executive Committee and elected by the members at the AGM each year
- **Hall Accounting management including:**
 - **Hall usage stats for Council**
 - **Hall assistance accountability report**
- **Maintenance of the membership list including the issuing of membership cards**

4. Time required

- Prepare the accounts for and attend at least 5 Executive Committee meetings each year. Approx 2 hours per month.
- Prepare the end of year accounts and have them audited by the Honorary Auditor. Approx 10 hours
- Attend the AGM each year. Approx 4 hours

Total hours per year are Approx 50 hours.

5. Other

Should the incumbent be a member of the Executive Committee they may be required to attend planning sessions, local events and other functions from time to time. They may also agree to chair a specific subcommittee or manage a particular outsourced role and as such be required to volunteer the extra hours required to complete this task.