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| **General Responsibilities** |
| The position of Treasurer:* Is a member of the Executive and Management Committees
* Manages the finances of Equal Health
* Administers the fiscal matter of Equal Health
* Provides an annual budget to the Executive Committee for approval
* Ensures the development and review of financial policies and procedures
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| **Specific Responsibilities** |
| The Treasurer is responsible for ensuring that accurate and sufficient financial documentation existsto meet legal requirements, and to enable authorised persons quick and easy access to suchdocumentation. In order to fulfil these responsibilities the Treasurer is responsible for:* Ensuring that adequate accounts and records exist regarding Equal Health’s financial transactions including accurate and up-to-date records of all income and expenditure
* Coordinating the preparation and monitoring of a budget
* Ensuring receipts are issued and monies received are promptly deposited into the appropriate Equal Health bank account
* Ensuring all approved payments and invoices are made promptly
* Acting as one of the signatories to Equal Health’s bank accounts, cheque accounts, investments and loan facilities (with at least one other Executive Committee member)
* Ensuring Equal Health’s cash flow is managed appropriately
* Ensuring regular financial statements are prepared and submitted at committee meetings
* Ensuring that regular business activity statements (including GST) are filed with the relevant authorities
* Ensuring that financial accounts for an annual audit are prepared
* Ensuring the auditor is provided with information as required
* Ensuring the preparation of Equal Health’s Annual Report
* Ensuring an Assets Register is accurately maintained
* Ensuring a Sponsorship/Funding Register is accurately maintained and contains all relevant details of the sponsorship and funding
* Attending Executive Committee meetings
* Attending bimonthly Management Committee meetings
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| * Attending the Annual General Meeting
* Carrying out other tasks as required or directed by the Executive Committee
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**Position Accountability**

The Treasurer is accountable to the Executive Committee, Management Committee, Equal Health member’s funders and donors. Through the Executive Committee, certain duties of the Treasurer may be delegated to the Executive Officer, and as such, the Executive Officer becomes responsible for these duties.

**Note:** This document is adopted from The Free Management Library <http://www.managementhelp.org>.

The word ‘ensure’ is used through this document to communicate the intent that accountability for the specified

responsibilities lie with the Treasurer but it is not necessarily the Treasurer who carries out the activity.

It is expected that some of these responsibilities will be delegated to committee members or the Executive Officer or others, including experts retained for a specific purpose. The word ‘ensure’ is not intended to imply any

additional source of legal duties beyond those that are required by law.