



Running Wild Treasurer

Job Specification

as at December 2021

The Treasurer is responsible for the association's strategic financial planning, as well as overseeing incoming and outgoing finances.

Governance duties required of all incorporated associations

The Treasurer must:

- Ensure that the association complies with its rules and requirement of the Associations Incorporation Act 1981 (Qld), the Associations Incorporation Regulation 1999 (Qld), and all governance standards of the Australian Charities and Not-for-profits Commission
- Act honestly and in the best interest of the association
- Exercise care, skill and diligence in carrying out their role
- Act as a signatory for the association in all legal and financial purposes
- Prepare an annual budget, in consultation with the Management Committee, projecting income and expenditure for the financial year of the Association
- Prepare and present a written financial statement for each Management Committee Meeting
- Prepare financial statements for presentation at the Annual General Meeting
- Present the accounts of the Association to be audited as required
- Lodge financial statements no later than one month after the AGM in conjunction with the appropriate signed declarations with the Office of Fair Trading (OFT) and the Australian Charities and Not-for-profits Commission
- Oversee those staff with the delegated authority for the following tasks, ensuring accuracy and compliance with all laws, regulations, and best-practice standards:
 - Maintain files of members and non-members for five years
 - Maintain an accurate record of all receipts and expenditure of the association in appropriate file format and maintain supplies of stationery
 - receive all monies, including membership subscriptions paid to the association and issue receipts in the name of the Association
 - Pay all monies received into the Association's account within 5 working days of receipt
 - Notify the Secretary of new memberships
 - Pay all accounts presented by the Association in a timely manner
 - Ensure that all invoices and cheques are approved by 2 signatories from the office bearers of the Management Committee
- Take reasonable steps to make sure that the organisation's finances are arranged so as to prevent funds from being stolen or misused
- Ensure the association never trades whilst insolvent
- Ensure the association has suitable insurances for its operations at all times
- Ensure written handover to the incoming Treasurer



Running Wild specific duties

The Treasurer is required to:

- Serve as an official spokesperson if required