

Job Descriptions and Roles and Responsibilities

Treasurer

The Treasurer is one of five Office Bearers who share the special tasks of the Committee of Governance of *Milpara*; s/he works with the President, Vice-President, Secretary, and Public Officer (and any other Office Bearers this organisation may have from time to time) and other Committee members.

In addition to the roles and responsibilities outlined for all Committee members, there are the following special roles and tasks for the Treasurer, which are to:

- * oversee and contribute to financial planning and budgeting for the organisation
- * ensure that money is properly received, banked and spent
- * ensure that proper records of financial transactions (income received/expenditure made, etc) are maintained
- * ensure that accounts, bills and wages are paid on time, and that petty cash is available for buying small items
- * prepare and provide regular financial reports, budgets and forecasts to the management group and general membership regarding the financial status of *Milpara*

(N.B. this task may be shared with other Committee members, for example, in a Finance sub-committee and with the assistance of the Manager)

- * liaise with and assist the auditor when auditing the books of *Milpara*
- * ensure that regular financial reports are made available to funding bodies as required
- * liaise with the House Manager at individual meetings and during telephone contact to provide and obtain necessary financial information for the overall operations of *Milpara*

Current records (or copies of them) and associated working documents are to be maintained and filed at the premises of *Milpara* so they are available to other Committee members and staff as required. All official records from previous years will be kept in a safe storage area as agreed by the Committee for a minimum of seven years in order to comply with legal requirements and to provide an accurate, historical record of the operations of *Milpara*.



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