



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR TREASURER

The Treasurer is the chief financial management officer for ACT Walking for Pleasure Inc. (the Club).

The Treasurer is responsible to the President and Committee of the Club.

Primary duties and responsibilities:

- Keep the Club's account books up to date
- Keep a proper record of all payments and monies received
- Show evidence that money received is banked and documentation is maintained for all monies paid out
- Present a Treasurer's report at Committee meetings
- Prepare information for an audit and arrange for it to take place each year
- Produce an annual financial report for the Annual General Meeting and ensure it is available for members
- Send out accounts and pay bills
- For convenience the Treasurer may be appointed as the Club's Public Officer. If the Treasurer is not the Public Officer, the Treasurer will provide the completed annual return to the Public Officer for submission

Knowledge and skills required:

Ideally the Treasurer is someone who:

- Can communicate effectively, both orally and in writing
- Is proficient in keeping records and able to work in a logical, orderly manner
- Is well organized and able to allocate regular time to maintain the books
- Has a fair level of computing skills, being able to operate and maintain data using MYOB

Estimated time commitment required:

Approximately 1–2 hours per week for general duties

Approximately 1 hour per day when membership applications are being renewed or submitted

Approximately 2.5 hours per quarter for a committee meeting and the Annual General Meeting

The Treasurer is elected for a 1-year term by the general membership. They may not remain in that role for more than 3 years.

This information is correct as at September 2018.