



Job Description - Treasurer

The Treasurer is the chief financial management officer for the **Workshop Camera Club Inc.**

Responsible To

The Treasurer is directly responsible to the President and members of **Workshop Camera Club.**

Responsibilities and Duties

See attached detailed statement of duties.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Knowledgeable in basic bookkeeping practices
- Well organised and able to keep good records
- Able to work in a logical & orderly manner
- Able to allocate regular time periods between Club & Management Committee meetings to carry out the duties of Treasurer
- Has access to and is proficient in the use of e-mail, spreadsheet and word processing software.

Estimated Time Commitment Required

The estimated time commitment (over & above attendance at each weekly club meeting) required as the Treasurer of **Workshop Camera Club** is 9 hours per month, allocated roughly as follows:

- *Maintaining Register of Members & Attendance Register – 2.0 hours (4 x 0.5)*
- *Attend to counting & banking of moneys received – 1.0 hour (4 x 0.25)*
- *Payment of bills – 0.5 hour*
- *Writing up cashbooks & petty cash book – 0.5 hour*
- *Prepare & distribute financial report for Management Committee meeting – 1.0 hour*
- *Attend Management Committee meeting – 3.0 hours*
- *Other sundry matters – 1.0 hour*

Term

The Treasurer is appointed for a 12 month period (until the next AGM). Unlike the President's position, there is no restriction on the number of consecutive terms a member may serve as Treasurer.

Workshop Camera Club Inc.

Detailed Statement of Duties - TREASURER

Club Duties:

- 1) To hold a set of keys to the Clubrooms and facilities therein (Storeroom, darkroom, equipment cupboard) and to open up the Clubrooms as required (The President also holds a set of keys)
- 2) To attend each weekly Club meeting, setting up & manning the “reception desk”, including:
 - a) Ensuring all members & visitors are recorded in the Attendance Register
 - b) Ensuring all members pay the required door fee
 - c) Receiving money from members for Club activities
 - d) Providing information to visitors and new members as appropriate
 - e) Organise a name badge for new members
- 3) To welcome new members and visitors to the Club, and to introduce them to the facilities and activities of the Club.
- 4) To attend and participate in monthly Management Committee meetings.
- 5) To prepare and present an annual budget, and a recommendation as to the level of subscription fees required to meet that budget, for the forthcoming year, to the members at the AGM;
- 6) To encourage all members of the Club to renew their membership as soon as possible following the AGM.
- 7) To arrange for any changes in bank account signatories, etc. to be effected following any change in office bearers (eg after AGM).
- 8) To prepare a reconciliation between the Club’s cashbooks and the bank’s records on a monthly basis.
- 9) To investigate/research opportunities to attract funding for the Club as directed by the Management Committee, and to present such research to the Management Committee
- 10) To advise the WAPF of any changes in Club membership, and to pay the prescribed pro-rata capitation fee, as required by the constitution and rules of WAPF
- 11) To maintain a petty cash float for reimbursement of minor out-of-pocket expenses incurred on behalf of the Club.
- 12) To maintain an accurate register of assets (equipment) held by the Club, and to conduct, at least annually, a physical audit/stock-take of those assets to confirm their existence and continued usefulness.

Statutory Duties:

- 1) To be responsible for the receipt of all moneys paid to or received by, or on behalf of, the Club and shall issue receipts for each of those moneys in the name of the Club;
- 2) To pay all moneys referred to in paragraph (1) into such account or accounts of the Club as the Committee may from time to time direct;
- 3) To make payments from the funds of the Club with the authority of a general meeting or of the Management Committee, and in so doing ensure that:
 - a) all payment instruments, including cheques, are signed by two authorised signatories, and
 - b) all payments are supported by adequate documentation;
- 4) To comply on behalf of the Club with sections 25 and 26 of the Associations Incorporation Act 1987 in respect of the accounting records of the Association (ie., to ensure that up-to-date accounting records are kept that correctly show the financial transactions, performance and position of the Club);
- 5) To comply, on behalf of the Club, with section 27 of the Act in respect of the register of members of the Club (*to keep and maintain an up-to-date register of members and their addresses*)[***This responsibility has been delegated to the Treasurer from the Secretary***];

- 6) To prepare and present to the Management Committee, or whenever directed to do so by the Chairperson, financial reports (including financial statements of performance and position) as required, and to ensure that those reports are understood.
- 7) To maintain safe custody of all securities, books and documents of a financial nature and accounting records of the Club, including those referred to in paragraphs (4) and (5);
- 8) To ensure that an audit of the accounting records and annual financial statements of the Club (showing financial performance for the preceding financial year and financial position as at the year ended) is conducted each year and the audited statements presented to the members at the AGM;
- 9) To ensure that the financial requirements of funding bodies, if any, are met;
- 10) To ensure, with the other members of the Management Committee, that the legal responsibilities of the Club, including compliance with the Associations Incorporation Act 1987, are met.
- 11) To perform such other duties as are imposed by the Club's rules and constitution on the Treasurer.