

## **Treasurer**

The Treasurer is the chief financial management officer of the Science Teachers' Association of Queensland (STAQ). This person oversees the financial management and provides financial information to the management committee.

### *Responsible To*

The Treasurer is directly responsible to the President of STAQ and the members of STAQ.

### *Responsibilities and Duties*

The Treasurer should:

- Oversee and present budgets, accounts and financial statements.
- Advise on the financial implications of the organisation's strategic and operational plans.
- Advise on the fundraising strategy of the organisation.
- Ensure compliance with any relevant financial legislation, or the contractual agreements with external agencies.
- Develop strategies to improve the financial processes and outlook of STAQ.

### *Knowledge and Skills Required*

Ideally the Treasurer is someone who:

- Can communicate effectively
- Knowledgeable in basic bookkeeping practices
- Able to work in a logical & orderly manner
- Has access to and is proficient in the use of spread sheet software.

### *Estimated Time Commitment Required*

The estimated time commitment required as the Treasurer of STAQ is 2 hours per week averaged across the year, allocated approximately as:

- Attend council and/or executive meetings (3 hours per month)
- Sundry matters (1 hour per week)
- Attendance at ad hoc functions and possibly ASTA meetings (these may involve a weekend per year)

The Treasurer is appointed for a 12 month period.

## **Duty Statement**

### *Association Duties*

1. To attend and participate in monthly council and/or executive meetings.
2. Prepare and present monthly financial reports at council and/or executive meetings.
3. Act as the point of liaison between the STAQ Executive and the appointed auditor and/or accountant.
4. To prepare and present an annual budget, and a recommendation as to the level of income required to meet that budget, for the forthcoming year, to the members at the AGM.
5. To liaise with STAQ staff to arrange for any changes in bank account signatories to be effected following any change in office bearers.
6. To review on a monthly basis the Year-to-date STAQ office financial reports, budget analysis, bank balances and petty cash receipts.
7. To investigate/research opportunities to attract funding for STAQ as directed by the Executive Committee, and to present such research to the council and/or executive meetings.
8. To maintain an accurate register of assets (equipment) held by STAQ, and to conduct, at least annually, a physical audit/stock-take of those assets to confirm their existence and continued usefulness.
9. To liaise with STAQ staff to approve the payment of invoices and ensure appropriate funds are maintained in cash accounts.
10. To represent STAQ at external events (e.g. JCQTA dinners, Tall Poppy awards, Peter Doherty awards) or meetings with government or affiliated bodies.

### *Statutory Duties:*

1. To ensure, with the other members of the Executive Committee, that the legal responsibilities of the Association, including compliance with the Australian Securities and Investments Commission are met.
2. To ensure that accurate financial records are kept and necessary reports prepared.
3. To attend all general meetings (of members), and council and executive meetings.
4. To ensure that an audit of the accounting records and annual financial statements of STAQ (showing financial performance for the preceding financial year and financial position as at the year ended) is conducted each year, the audited statements presented to the members at the AGM and the auditor's recommendations are implemented.
5. To ensure that the financial requirements of funding bodies, if any, are met.
6. To ensure that any investments do not conflict with the aims and objectives of STAQ.