



**ROLE OVERVIEW: TREASURER**

<b>GOVERNANCE</b>	<ul style="list-style-type: none"><li>• Ensure that the Board maintains the degree of financial literacy necessary to conduct the business of the organisation</li><li>• Advise the Board on matters of finance</li><li>• Advise the Board on fundraising</li><li>• Ensure that appropriate financial policies and procedures are in place and fully documented</li></ul>
<b>PLANNING</b>	<ul style="list-style-type: none"><li>• Ensure [in partnership with the Board] the regular review and development of the annual budget</li><li>• Ensure [in partnership with the Board] the review of the organisation’s Strategic Plan, and other consequential documents (Business Plan, Communication Plan, etc.)</li></ul>
<b>MEETINGS</b>	<ul style="list-style-type: none"><li>• Report to the Board at each meeting on the financial situation of the organisation</li><li>• Report to the Board at each meeting on variances from the approved budget</li><li>• With the Secretary, place any necessary financial items on the Board agenda in advance of the meeting</li><li>• Report to the Annual General Meeting on the financial situation of the organisation</li></ul>
<b>ADMINISTRATIVE AND MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Serve on the Executive Committee between Board meetings</li><li>• Personally carry out financial duties as assigned</li><li>• Keep the books of the organisation</li><li>• Ensure the organisation’s financial records are adequate, protected, backed up, and accessible</li><li>• Oversee the organisation’s banking</li><li>• Maintain the organisation’s asset register</li></ul>
<b>FINANCE</b>	<ul style="list-style-type: none"><li>• Ensure the organisation’s financial control procedures are adequate and that appropriate safeguards against fraud are in place</li><li>• Ensure that risk management strategies (including appropriate insurances) are in place</li><li>• Oversee the organisation’s investment strategy and report to the Board</li><li>• Prepare the Budget for the coming year</li><li>• Review income and expenditure against the budget on a continuous basis</li></ul>
<b>LEGAL AND ETHICS</b>	<ul style="list-style-type: none"><li>• Ensure the organisation’s compliance with all applicable tax arrangements</li><li>• Adhere to Living Positive Victoria’s Code of Ethics</li></ul>