

## CAWA DUTY STATEMENT

Position Title: Treasurer

Co-ordinates with: President  
Vice President  
Secretary  
Committee Members

Reviewed: 22 January 2010

Small club accounts such as ours are not complicated, so you do not need to be an accountant to be a treasurer. In addition to this duty statement, designed to give an overall view of the position, there are other resources (for example, publications from the Department of Sport and Recreation) available that will assist incoming treasurers to settle into their role.

The treasurer is responsible for managing CAWA's financial affairs, membership and insurance arrangements. More specifically, duties include:

- Ensure that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure.
- Process CAWA memberships. Issue receipts and membership cards to members. New members are to receive an introductory letter and a copy of the CAWA brochure. They must also be sent by email, a copy of the latest newsletter.
- Organise mail out of membership renewals prior to expiry (group email to members) one month and again at two weeks prior to the end of the financial year.
- Organise printing of new membership cards as required.
- Issue receipts and promptly deposit all monies received in the organisation's bank account.
- Make all approved payments and invoice groups/members promptly.
- Act as one of the signatories to the organisation's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member).
- Ensure that the bank account signatories are updated for the new committee.
- Manage the organisation's cash flow and be accountable for the organisation's petty cash. The amount held is at the treasurer's discretion but ideally not more than \$100.
- Manage insurance matters in consultation with the President.
- Prepare and present regular financial statements to the committee at meetings.
- Prepare financial accounts for an annual audit, and provide the auditor with information as required. The Constitution requires that CAWA's accounts be audited following the dissolution of the previous year's committee at the AGM.
- Prepare an annual financial report detailing all incomings, outgoings, assets, debts, liabilities and account balances.