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Treasurer Position Description

Last updated 7th October 2020

The Treasurer (and Doubles, when they are stepping up as Treasurer) will be expected to:

- Attend regular Executive teleconferences (times and frequency determined by the Executive, minimum of once a month)
- Attend 4 x 3 full-day face to face meetings in Sydney per year (as permitted by national travel/COVID restrictions. Will be expected to attend alternative format meetings if such restrictions apply)
- Attend 1 day pre-meeting and 3 day National Forum
- Participate in Executive E-list discussion and decision-making
- Participate in the creation, editing and/or approval of Scarlet Alliance documentation
Contribute to decisions on the Executive E-list - minimum 10 hours volunteer work per week

Furthermore, the Treasurer's role includes the following responsibilities:

- Ongoing
 - Act as a second signatory on bank account transfers
 - Speak to budget issues when requested by Executive
 - Develop project budgets for new activities (when this does not fit into a Staffing role)
 - Review new project budgets (when developed by staff)
 - Provide advice on finance matters to the Executive (may include current or future matters), during meetings and as requested
 - Investigation/research/seeking advice (financial or other) to inform new executive decisions on financial matters
 - In conjunction with CEO advise Executive Committee on urgent financial matters
 - Review internal process and methods as necessary
 - Training and handover of Treasurer role
- Monthly
 - Meet with CEO
 - Update Executive on any important Treasurer/finance issues
 - Treasurer report to monthly teleconference or meeting Quarterly
 - Review the quarterly financial reports (in the month after end of quarter)

- Work with CEO and/or Office to produce financial statement (Quarterly Reports) in a timely manner each reporting period
- Speak to the financial statement (Quarterly Reports) at the executive meeting
- Train Executive Committee on financial governance
- Provide assistance on financial governance
- Annual
 - Work with CEO and/or Office to produce annual budget (Apr-Jun)
 - Review the annual budget and present to Executive for approval (June-July-Aug)
 - Review balance sheets and reports (in audit preparation phase/after end of financial year)
 - Review financial reports in post audit draft phase (usually Sept/Oct)
 - Produce a written Treasurer report for the annual report (July-Sept)
 - Speak to the financial reports at the National Forum (Nov)
 - Make a motion at the AGM to confirm the Auditor (Nov)

All Scarlet Alliance Executive Committee members are responsible for the governance of the organisation.

This includes contributing to:

- Strategic planning
- Strategic steering
- Providing financial oversight
- Risk management
- Delegations
- Organisational policies & procedures
- Managing conflicts of interest
- Complaint resolution
- External relationships, advocacy, representation & marketing