



Treasurer Position Description

Scarlet Alliance Executive Committee Roles

The Treasurer (and Doubles, when they are filling vacancies) will be expected to:

- Attend regular Google Hangouts (times and frequency determined by the Executive)
- Attend 4 x 3 full-day face to face meetings in Sydney per year
- Attend 1 day pre-meeting and 4 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 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 Google Hangouts 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, representative & marketing

LINKS TO KEY DOCUMENTS

Scarlet Alliance Aims & Objectives <http://www.scarletalliance.org.au/object/>

Scarlet Alliance Constitution <http://www.scarletalliance.org.au/who/constitution-2003>

Report pro forma (constitution appendix 6) <http://www.scarletalliance.org.au/library/appendix6>

Scarlet Alliance Strategic Plan 2018-2020

<http://www.scarletalliance.org.au/scarlet/who/stratplan/stratplan18/>