Autistic Self Advocacy Network of Australia and New Zealand

Position Description

**Treasurer**

**What does it mean to be a Treasurer?**

A Treasurer is the [Board member with the responsibility of ensuring our organisation has working financial management](https://www.propelnonprofits.org/blog/makes-great-board-treasurer/) systems.

The ASAN AUNZ Treasurer has a close working relationship with other Board members like the Chairperson and Secretary as well as the Finance Officer and Operations Manager, who are not Board members.

ASAN AUNZ Board members work in a voluntary capacity and dedicate a minimum of four hours per month to preparing for and attending Board meetings and other duties as decided by the Board.

**Our Board Treasurer:**

* Has access to the ASAN AUNZ financial accounts. There is a two-person approval system setup to check any spending is appropriate. The Treasurer is one of the authorised signatories for the banking approvals.
* Creates a report for the Board to discuss at each Board meeting.
* Works with the Finance Officer and Operations Manager to stay on budget and approve payments when necessary.
* Ensures that the annual finance report is prepared and sent to the Chairperson before the Annual General Meeting.
* Is prepared to answer questions at monthly Board meetings and the Annual General Meeting about the finance reports, ensuring information is easy to understand for other Board members.
* Works with the Finance Officer to ensure that all legal accounting reporting is lodged on time such as BAS statements and anything else necessary to maintain our DGR status.
* Works with the Operations Manager to ensure that ACNC reporting requirements are met annually.
* Knows who has access to the financial accounts and what financial transactions are expected.
* Monitors grants received, dates for reporting and spending are in line with the project goals and gives feedback about this to the Board.
* Reports directly and immediately to the Board if they are concerned about the financial situation of ASAN AUNZ in any way.
* Maintains privacy and confidentiality about the financial information of the organisation and any related account details.

DGR = Deductible Gift Recipient

ACNC = Australian Charities and Not for Profits Commission

BAS = Business Activity Statement