

Treasurer Position Description

The treasurer role is a formal role within the HBA committee and is the only paid role within the organisation. The treasurer is required to report to the Management Committee and maintain financial reporting as required for the organisation.

Tasks include:

- Oversee, monitor, record and file the financial affairs of the organisation
 - All money due to the association is collected and received and that all payments authorised by the association are made.
 - Correct books and accounts are kept showing the financial affairs of the organisation, including full details of receipts and expenditure.
- Present financial information to Board/committee at regular meetings
- Ensuring the financial records of the accounting software (currently Xero) are current and in order.
- Ensuring the organisation has the right information to be able to make sound financial decisions.
- Preparing a Statement of Accounts to present to members of the organisation at the Annual General Meeting (AGM).
- Compile financial reporting for ACNC requirements annually
- Keep in regular contact and liaise with committee via HBA committee facebook group, monthly meeting or email
- 1 year commitment to role
- Agreement to transition incoming committee member to new role over a number of months if required

Essential and desirable qualities/skills

- Ability to manage finances
- Honest and trustworthy
- Capacity to liaise with management committee
- Ability to provide financial details at each monthly committee meeting
- Some prior experience with treasury position is desired, or the ability to learn this quite quickly from outgoing treasurer
- Passion for homebirth

Time commitment

The treasurer role fluctuates from month to month but should typically take around a 2 hour investment of time each month. At times when financial statements or reports for ACNC are due or events are held, these may be longer. It is also expected that the treasurer attends all committee meetings or, in lieu of attendance, is able to provide a financial report to the secretary or president prior to the meeting.

The treasurer is paid \$35 an hour for reporting, but not for attending committee meetings.