

Role Title	Treasurer	Committee Group	Executive Committee
Location	National	Minimum Requirements	RTAA Financial Member
Overview	Directly responsible to the Management Committee and the members of the Association, the Treasurer manages and reports on the Association’s finances. The RTAA Treasurer role is a voluntary role which requires the incumbent to be responsive to requests from the committee and Business Manager for financial documents or information; therefore, it is not bound to specific days or hours of work input. However, the key criterion for success is a high level of personal professional service to the Association to meet the needs of the RTAA, its Members and those interacting with the RTAA		
Statutory obligations	It is the Treasurer’s responsibility to ensure the Association’s compliance with the <i>Associations Incorporation Regulation 2010</i> , with respect to financial matters and to ensure full compliance with taxation laws.		
Constitutional obligations	Clause 16.1 of the Association’s Constitution states: <i>“It is the duty of the treasurer of the association to ensure that –</i> <i>(a) all money due to the association is collected and received and that all payments authorised by the association are made; and</i> <i>(b) correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association”</i>		
Minimum Time Commitment over the term	<ul style="list-style-type: none">• Monthly teleconference management meetings (30mins each)• Formal Management Meetings (2 x 1.5 hours)• AGM (1.5 hours)• Attendance at RTAA Technical and Networking Events as required• Attendance at RTAA and Industry Events as required, included Field Day, AusRAIL etc.• “Day to day” duties (<1 hour / week)• Monthly invoicing payment and financial management (or as required)		
Length of Term	12 months	Term Expires	30 November 2019
Nominations Accepted by: EMAIL: businessmanager@rtaa.org.au Or online via the nomination portal		Nominees will be voted at the AGM	
Role Description			
CONTEXT The RTAA is an inclusive Association that promotes knowledge sharing and fosters collaboration within rail and across other industries throughout Australia, whilst continuing to be sustainable.			

The RTAA's key objectives are:

1. Make rail more inclusive for everyone
2. Grow our national footprint
3. Promote knowledge sharing
4. Foster collaboration
5. Uphold Sustainability

RESPONSIBILITIES AND EXPECTATIONS

- a) Report to the President
- b) Assist and advise the President in the Corporate and Financial Governance of the Association;
- c) Ensure the Association's financial policies are being followed;
- d) Manage and maintain financial records;
- e) Responsible for all financial transactions-and the payment of all funds authorised by the Management Committee.
- f) Responsible for the banking, bank accounts, and the transfer of money between accounts;
- g) Manage the Association's investments;
- h) Preparation and presentation of financial reports for Management Committee meetings;
- i) Assist in the preparation of budgets as and when required by the Management Committee;
- j) Monitor budgets and report to the Management Committee and members;
- k) Preparation of information for an independent audit at the end of each year;
- l) Arrange the audit at the end of each year;
- m) Preparation and presentation of audited Annual financial reports for Annual General Meetings;
- n) Ensure that the appropriate statutory financial reports are lodged in a timely manner.
- o) Bring to the attention of the President and the Management Committee any financial issues in need of resolution.
- p) Review with the President and the Management Committee from time to time all financial controls, policies and procedures to ensure their compliance with the Association's rules and statutory requirements.

Note on payment procedure:

All payments must be authorised by a minimum of two Officer Bearers, being signatories to the banking accounts.

Reviewed By:	President	Date:	02/11/2019
Approved By:	President	Date:	02/11/2019
Last Updated By:	President	Date:	02/11/2019