

Executive Position	Treasurer	Minimum Requirements:	RTAA Financial Member
Overview	<p>Directly responsible to the Management Committee and the members of the Association, the Treasurer manages and reports on the Association's finances.</p> <p>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.</p> <p>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</p>	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	<p>Clause 16.1 of the Association's Constitution states:</p> <p><i>"It is the duty of the treasurer of the association to ensure that –</i></p> <p style="padding-left: 40px;"><i>(a) all money due to the association is collected and received and that all payments authorised by the association are made; and</i></p> <p style="padding-left: 40px;"><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></p>		
Minimum Time Commitment over the term:	<p>Fortnightly Executive Committee teleconference (30mins/fortnight) 2 x Management Meetings (3 hours) 1 x 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. Weekly invoicing and financial management.</p>		
Length of Term	12 months	Term Expires	November 2019

<p>Nominations Accepted by: EMAIL: businessmanager@rtaa.org.au Or online via the nomination portal</p>	<p>Nominees will be voted at the AGM</p>		
<p>Role Description</p>			
<p>Specific duties:</p> <ul style="list-style-type: none"> a) Assist and advise the President in the Corporate and Financial Governance of the Association; b) Ensure the Association’s financial policies are being followed; c) Manage and maintain financial records; d) Responsible for all financial transactions, specifically the collection of all funds due and the payment of all funds authorised by the Management Committee. e) Responsible for the banking, security of cash, bank accounts, cheque books and the transfer of money between accounts; f) Manage the Association’s investments; g) Preparation and presentation of financial reports for Management Committee meetings; h) Assist in the preparation of budgets as and when required by the Management Committee; i) Monitor budgets and report to the Management Committee and members; j) Preparation of information for an independent audit at the end of each year; k) Arrange the audit at the end of each year; l) Preparation and presentation of audited Annual financial reports for Annual General Meetings; m) Ensure that the appropriate statutory financial reports are lodged in a timely manner. n) Bring to the attention of the President and the Management Committee any financial issues in need of resolution. o) 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. <p><u>Note on payment procedure:</u> All payments must be authorised by a minimum of two Officer Bearers, being signatories to the banking accounts.</p>			
<p>Reviewed By:</p>	<p>Thomas Kerr</p>	<p>Date:</p>	<p>4/10/2018</p>
<p>Approved By:</p>	<p>Thomas Kerr</p>	<p>Date:</p>	<p>4/10/2018</p>
<p>Last Updated By:</p>	<p>Lynne Greenaway</p>	<p>Date:</p>	<p>4/10/2018</p>