

## **ROLE DESCRIPTION: Treasurer**

➤ **RESPONSIBLE TO**

President and Chapter Membership

➤ **CHAPTER COMMITTEE REQUIREMENT**

Essential

➤ **SUMMARY DESCRIPTION**

The Treasurer is responsible for general financial oversight, financial budgeting and planning and financial record-keeping and reporting. To this end, the Treasurer provides financial reporting and analysis, is responsible for ensuring that effective financial procedures are established and for appropriate use of chapter funds and monitoring, and maintaining the Chapter's financial accounts in conjunction with the Alumni Office.

Given these responsibilities, the Treasurer acts as an information and reference point for the President and Committee members, interpreting and presenting the current financial status, clarifying financial implications of proposals and retrieving relevant documentation.

➤ **TERM**

Minimum 1 term (2 years). Maximum 3 terms (6 years).

➤ **MAIN DUTIES AND RESPONSIBILITIES**

1. Commitment to making a contribution to, and delivering for, the FEW Management Committee and the Chapter's objectives, with effort to attend all Committee meetings.
2. General financial oversight
  - a. Oversee and present budgets, accounts and financial statements to the Management Committee
  - b. Liaise with President and Alumni Office about financial matters
  - c. Ensure that appropriate financial controls and systems are in place
  - d. Ensure compliance with relevant governing documentation (eg Chapter Rules)
  - e. Ensures the chapter is focused on the responsible use of funds provided for its activities (especially funding provided by QUT, membership fees or fundraising activities).
  - f. Works with the Alumni Office to ensure that funds are banked and accounts paid.

- g. Support the President to lead the development of annual goals and action plans for the chapter with the Committee, and the continued progress of the Chapter towards its objectives.
3. Financial planning and budgeting
    - a. Coordinate the preparation of budgets for the forthcoming year, describing potential sources of income and expenditure.
    - b. Present financial forecasts based on actual spend.
    - c. Advise on financial implications of strategic and operational plans.
    - d. Work with the Committee and the Alumni Office to advise on setting appropriate event fees.
    - e. Collect any outstanding fees at events and arranges for the deposit of funds to the Chapter's financial institution account as soon as possible.
    - g. With the President, facilitate making written requests for funding support, if special funding is needed, either from fundraising or sponsorship efforts, or from QUT.
  4. Financial record-keeping and reporting
    - a. Present budgets, accounts, financial statements and financial reports to the Committee.
    - b. Present regular reports on the Chapter's financial position.
    - c. Monitor the financial reports sent to the Chapter by the Alumni Office and identify any error or missing/unexpected transactions.
    - d. Ensure that adequate accounts and records are maintained of the Chapter's financial transactions, including accurate and up-to-date records of income and expenditure and manage the Chapter's cash flow.
    - e. Provide the annual financial report that forms part of the Chapter annual report and the annual general meeting report and arrange auditing processes if required by the Chapter Rules.
    - f. Advise on the Chapter's reserves and investment strategy/policy.
  5. As a FEW Management Committee, contribute to the development and achievement of FEW's annual strategic planning activities.
  6. Any other duties as requested by the President commensurate with the scope of FEW and QUT's objectives.

➤ **QUALIFICATIONS AND EXPERIENCE**

**Essential**

1. A currently enrolled female postgraduate student or female postgraduate of the QUT Business School.

2. Experience with, and, knowledge of, basic accounting procedures and interpreting and analysing financial information and accounts.
3. Excellent organisational skills and attention to detail.
4. Excellent Microsoft Excel skills.

**Desirable**

1. Previous experience working on a Committee or in volunteer leadership role.

➤ **DESIRABLE ATTRIBUTES**

1. Enthusiastic, self-motivated and proactive mindset
2. Professional and articulate with strong interpersonal and listening skills
3. Commitment to high quality outcomes
4. Reliable with a positive team player attitude
5. 'Can-do' person with a high level of initiative
6. Self-managing, practical and results driven
7. Forward thinking
8. Ability to develop positive relationships internally and externally
9. Ability to manage and accomplish priorities and projects

➤ **OTHER REQUIREMENTS**

1. Only one person can hold the role of Treasurer at any one time.
2. Agreement to Code of Conduct requirements and sign data confidentiality form.
3. Encouraged to participate in other Alumni and QUT events where requested.
4. The Treasurer should be able to raise concerns with the President where they arise.

➤ **TIME COMMITMENT**

It is anticipated that the Treasurer's role requires an estimated commitment of 6-8 hours per month however this may vary in order to meet the Chapter's and Committee's needs. An increase is to be expected particularly during times when the President is absent and around the time of the AGM.

➤ **NOTE**

The Management Committee has collective responsibility for financial management, not just the Treasurer, and should take an active role in managing the Chapter's finances.

**ROLE DESCRIPTION REVIEW**

Review:	October 2019
Review frequency:	Annually
Next review:	October 2020