



**Position Description  
Treasurer**

The Treasurer is the chief financial management officer for the Eastern Suburbs Touch Association.

The Treasurer is one of five elected Executive Members, as per constitution.

**Responsible to**

The Treasurer is directly responsible to the President of Eastern Suburbs Touch Association and members of Eastern Suburbs Touch Association.

**Responsibilities and duties**

The Treasurer should:

- Ensure that all money owed to the association is collected
- Ensure all payments authorised by the association are paid
- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Work with the Secretary and the Junior and Senior Representative Coordinators, to keep an accurate record of all membership payments.

**Knowledge and skills required**

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

*Eastern Suburbs Touch Association*

**Estimated time commitment required**

The estimated time commitment required as the Treasurer of Eastern Suburbs Touch Association is 3 hours per week.

**Period of appointment**

The Secretary is elected for a two year term under Clause 15.3 of the ESTA Constitution.