

actate

ACT Association for the Teaching of English Treasurer Role Statement

Focus

The Treasurer's role is to manage the finances of the organisation in consultation with the members of the Executive.

Summary of Position

- Paying accounts as they arise for the organisation
- Receipting monies paid to the organisation
- Organising the financial requirements for PD sessions run throughout the year
- Reporting back the financial activities to the Executive at meetings
- Awareness of the overall financial health of the organisation
- Organising the auditing of the financial activities before the AGM each year
- Liaising with the Membership Coordinator – confirming financial members

Time Commitment

Times vary – more time required when PD sessions are run – particularly the first PD session of the year

Attendance at 6 executive meetings each year and participation in other meetings as appropriate

Endorsement

I understand the requirements, expectations and commitments inherent in this position and agree to fulfil them to the best of my ability.

Signed

Date