

VICTORIAN SOARING ASSOCIATION INC: ACT A0026788B

Honorary Secretary: David Cleland, 13 Montrose Court, Greenvale VIC 3059

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Position Description VSA Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the VSA to allow the Board of Management to provide good governance. The Treasurer is responsible to report as required on the VSA's financial status to both the VSA Committee and the VSA members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

1. Provide advice to the Board in their management of the VSA finances
2. Administer all financial affairs of the VSA
3. Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval
4. Ensure development and committee review of financial policies and procedures
5. Support any auditing processes if required (currently the VSA is exempt from audit)
6. Contribute in the development and implementation of VSA strategic plans and goals.
7. Receipt of all incoming monies
8. Bank all monies received
9. Pay all accounts in conjunction with other Board member approval
10. Maintain accurate records of all income and expenditure
11. Reconcile all bank accounts and investments portfolios
12. Be a signatory to VSA bank accounts
13. Maintain relationships with selected Clubs via the VSA buddy system

Needed: The ability to keep the following electronic records and paper records

- Receipt records
- Invoice records
- Bank deposit records
- Accounting record
- Computer and internet facilities

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