

# ORIENTEERING TASMANIA (Inc.)

## POSITION DESCRIPTION

### TREASURER

#### **General responsibilities.**

The Treasurer shall:

- participate fully in the management of the affairs of OT as a member of the Board of Management;
- keep the Executive informed of issues of concern;
- fulfil legal and other requirements of the Treasurer as set out in the OT Constitution, and under the *Associations Incorporation Act 1964* and Regulations including the *Associations Incorporation (Model Rules) Regulations 1997*.

#### **Executive responsibilities.**

With other Executive members, provide leadership and guidance to the Board and be responsible for ensuring that the purposes of OT are met.

In the period between successive meetings of the Board, the Executive —

- (a) may, subject to the Constitution and any decision of the Board, exercise all such powers and functions as may be exercised by OT, other than those powers and functions that are required by these rules to be exercised by a general meeting; and
- (b) subject to the Constitution, has power to perform all such acts and things as appear to the Executive to be necessary or desirable for the proper management of the business and affairs of OT, and shall give a full account of such activities to each meeting of the Board.

#### **Individual responsibilities.**

- Be responsible for keeping true accounts of all sums of money received and expended by OT and of the matter in respect of which the receipt or expenditure takes place.
- Be responsible for keeping true account of the assets and liabilities of OT.
- Provide advice to the Board about the formulation of annual budgets and shall assist the Board in its financial planning.
- Faithfully keep all general records, accounting books, and records of receipts and expenditure connected with the operation of OT in such form and manner as the Board may direct.
- As soon as practicable after the end of the financial year and also whenever requested by the President, present the accounts, books and records of OT to the auditor for examination.
- Receive on behalf of OT all monies paid to OT and issue official receipts for such monies.
- Manage expenditure by OT, including the payment of accounts, in accordance with the requirements of the Board.

*Approved OT Executive July 2003*