



## Position Description

### Treasurer

**Reports to:** The President and fellow QPA Management Committee members

**Main Purpose:** The Treasurer acts on behalf of the members in ensuring the Association has effective financial management and reporting structures in place to ensure the QPA is able to meet all of its financial obligations. In conjunction with the Management Committee, it is his/her responsibility to set the Association's direction and determine how best to achieve these goals.

#### Specifically the treasurer works to:

- Be well informed of all organised activities
- Be aware of the future directions and plans of members
- Have a good working knowledge of the construction, rules and duties of all office holders and sub committees
- Assist in the management of meetings
- Assist in the management of the Annual General Meeting
- Represent the Association at local, regional, national and international levels (when required)
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members

**Appointment:** The Treasurer is elected by QPA members biannually. Anyone nominating to hold the Treasurer's position must be a financial member of the QPA and must not be:

- Bankrupt
- Under 18 years of age
- Mentally incompetent

**Duties:** To fulfil their duties the Treasurer has a number of responsibilities which are regulated by law and carry serious consequences if they are not carried out.

#### The Treasurer has a duty to:

- Represent the best interest of all members. This duty is one of fidelity and trust, known as "fiduciary duty";
- Act in good faith, in the best interest of the Association and for a proper purpose;
- Avoid conflicts of interest, and to reveal and manage conflicts if they arise;
- Not use the "inside" knowledge he or she gains from being in the Management Committee for personal gain;
- Act with all care and diligence that a reasonable person may expect to show in the role of Treasurer;
- Not let the Association trade whilst insolvent. The Management Committee must not let the Association enter into any debts it may not be able to pay;

- Meet all government imposed compliance requirements or payments on time and to standard;
- Ensure that the Association does not violate Australian Accounting Standards;
- Acquire, encumber or dispose of land or buildings only with the appropriate authorisation of the Management Committee;

### **Selection**

The Treasurer is required to have a mix of skills and experience that cover a broad range. In electing a Treasurer the members should consider the skills and experience needed to ensure the correct financial management of the Association both now and into the future.

### **Skills that are desirable in a Treasurer:**

- Accounting skills:
  - the ability to provide budgeting and forward modelling material to the Management Committee so that they may make informed decision on behalf of members; and
  - a strong understanding of financial reporting requirements;
- Legal skills – the Treasurer’s responsibility involves overseeing compliance with numerous laws
- Ability to gauge and manage risk
- Strategic expertise - the ability to review the strategy developed by management through constructive questioning and suggestion

### **Personal Qualities that are desirable in a Treasurer:**

- Honesty and Integrity – Management only operates effectively if there is complete trust between the executives. Executives need to be able to raise and discuss matters in confidence in order to explore issues thoroughly and resolve them.
- Courage – a Treasurer must have courage to question and speak up if they believe something is not right regarding an important decision or to challenge the Associations management if necessary.
- Tact – Effective Treasurers can work within a group and express a point of view or question forcefully, yet constructively.
- Genuine interest in the Association and its business.
- An active contributor and team player.
- Effective communication skills and interpersonal skills.