

# Job Description

## Treasurer

*All decision-making to be spread amongst the five nominated Executive Members (five separate portfolios).  
Incorporating the mixed skills, expertise and locality.*

*Work together as a team, sharing and supporting each other.*

### **1.0 General**

- a) The Treasurer shall receive all monies on behalf of the association, give receipt of the same, and lodge all monies in a designated bank account. There shall be three signatories for all accounts as designated by the Executive Committee (any two signatories can approve the banking - online or otherwise).
- b) The Treasurer shall keep financial accounts and books, and prepare all returns required by the Inland Revenue i.e. GST and pay all accounts approved by the Executive Committee.
- c) Invoices and follow up statements are to be sent to all clubs with regard to association levies and fees.
- d) On retirement from office they must hand over all their records, accounts, books etc. to their successor.

### **2.0 NZ Annual General Meeting**

- a) A full report is to be prepared with regard to the TES Scheme, and presented to the Executive Committee at the meeting prior to the AGM. Reimbursement will be made to all clubs attending.
- b) Treasurer shall make available to all delegates present an audited annual balance sheet and a full report given as to the financial status of the association, and income and expenditure for the year.
- c) Recommendations are made by the Treasurer as to the setting of Fees and Levies and for the appointment of an auditor for the following year.

### **3.0 National Competitions**

The Treasurer must liaise with Executive, Judges and Officials for reimbursement of expenses.

Work with the Executive as required to ensure successful organization of the Nationals competitions. Be available to help on the weekend as and where required as an official.

Decision to dance at nationals is at the discretion and agreement of the Executive and as per the instructions in Rule Book A Section 1.14.

**4.0 New Zealand Executive**

- a) Attend the NZ Executive Meetings.
- b) Produce a report, cash book balance and table bank statements.

**5.0 Accounting Package**

- a) Accounts produced on computer software.
- b) All discs relating to the software and updated accounts to be made available to the incoming Treasurer.

**Prepared by Yolanda Van Dorrestein  
Treasurer  
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