

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 may sign cheques).
- 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) For the Annual General Meeting each year the Treasurer arranges accommodation for all the Executive members, arranges the conference room and meals for all delegates. (Names of all delegates submitted to the treasurer prior).
- b) 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.
- c) 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.
- d) 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.

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
NZARRA Inc.
March 2022**