



Treasurer

Role

- The Treasurer is primarily responsible for providing financial transparency and accountability to the ACEA Executive through processes that maintain proper control over the handling and recording of cash received, cash payments and reporting of these transactions.
- The Treasurer is to ensure that processing and reporting requirements are met.
- The Treasurer also provides an assurance of the ongoing financial viability of ACEA to the Executive.

Responsibilities

- Monitor the income and expenditure of the association and maintain appropriate records;
- keep Executive members informed and make recommendations to the Executive about income and expenditure;
- ensure the annual audit is undertaken in a timely fashion according to legislative requirements;
- collect membership fees and issuing receipts for every amount received;
- provide regular financial statements to the Executive and explain any details including the preparation and presentation of financial statements to the Annual General Meeting;
- make payments and bank deposits;
- ensure that cheques are signed strictly in accordance with the authority given in the Constitution;
- allocate regular time periods (e.g. weekly or monthly) to maintain the books.