

MD 201 National Treasurer

Background

The National Treasurer must be a qualified accountant.

The National Treasurer is an Officer of the Association under the Constitution, a member of the Multiple District Executive, and a member of the Management Group.

The National Treasurer is an ex-officio member of all Committees and as such can attend meetings as deemed necessary for the efficient conduct of his/her responsibilities.

The position of National Treasurer is subject to the incumbent entering into a contract with the Multiple District and attracts an honorarium.

POSITION STATEMENT

Responsibilities

Responsible to the MD201 Council.

As outlined in the MD201 Constitution Clause 38 the National Treasurer shall:

- Ensure that the financial affairs of the Association meets all current applicable accounting standards.
- Keep proper books of account for the Multiple District;
- Provide a report in relation to the finances of the Multiple District to each Council meeting;
- Prepare and submit to the Convention annual reports concerning the finances of the Multiple District;
- Arrange for the accounts of the Multiple District to be audited annually;
- Supervise the operation and maintenance of the accounts maintained by the Multiple District;
- Carry out such other duties and/or exercise any power delegated by the Council.

Duties

Further to the requirements contained in the MD201 Constitution some specifics that require attention are:

- Oversee and control all accounting activities for the Multiple District.
- Prepare annual accounts relating to Projects and Activities of the Multiple District for presentation to the Auditor, and liaise with and assist the Auditor until finalisation and signature of the audited accounts.

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- Prepare and submit annual accounts to the annual MD201 Convention together with a report on the Multiple District's finances.
- Provide a report in relation to the finances of the Multiple District to each Council Meeting.
- Convene Councils Finance Committee.
- Provide training in the Treasurer's portfolio to District Governors-Elect, as required.
- Prepare annual budgets for MD Committees.
- Monitor budget progress.
- Implement the Financial Performance strategies within the Organisational Plan.
- To periodically attend the National Office (no more than 3 times each year) to review the accounts and prepare for the annual audit.

Structure

The National Treasurer is supervised by the Council Chairperson

Attendance

The Treasurer is required to attend the following meetings and events.

- National Convention
- Meetings of the Multiple District Management Group
- Council meetings, including all Standing Committees

Travel and accommodation expenses for approved meetings are covered by the Multiple District.

Experience, Skills & Personal Qualities

- The National Treasurer must be a qualified accountant.
- A sound knowledge and proven experience in all aspects of the financial management of a medium/large sized organisation.
- Proven experience in completing annual statements of accounts for audit.
- Proven experience in preparing, monitoring and controlling budgets for a medium/large sized organisation.
- A sound knowledge of up to date accounting standards and legislative laws etc affecting financial/taxation matters.
- A sound knowledge and understanding of policies and operational requirements of the Multiple District.
- Good written and oral communication skills.

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- Be able to plan effectively, organise compliance with deadlines and present reports in a logical, readable and understandable fashion.
- High personal integrity.
- Capable of working with a range of people in a strong team environment.

Committees & Program Responsibilities

- Finance Committee
- Long Range Planning Committee
- TABLE OF REVISIONS

Rev #	Clause	Description of Change
1.1		Revision prior to advertising 2008.
2.0		Applied Organisation Review outcomes
21		Revision prior to advertising

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