

Australian Lions Children's Mobility Foundation Treasurer

POSITION STATEMENT

Responsibilities

The occupant of this position, who should be a qualified accountant, will be responsible to the Youth & Community Projects Committee through the ALCMF Committee Chairman for:

- The financial wellbeing and organisational reporting of the ALCMF in conjunction with the ALCMF Registrar.
- Promoting the activities of the ALCMF.

Duties

- Maintain all accounting records of the Trust.
- Reconcile various bank accounts.
- Ensure that the monthly authorisation of expenditure is undertaken by the ALCMF Registrar through the National Coordinator, Youth & Community Projects.
- Provide financial advice to Trustees in relation to financial performance of Trust Funds.
- Review investment strategies.
- Prepare and lodge Business Activity Statements.
- Prepare annual financial accounts and arrange for audit.
- Prepare annual budget and submit to MD through the National Coordinator, Youth & Community Projects.
- Submit a copy of Audited annual Accounts to MD through the National Coordinator, Youth & Community Projects.
- Participate in meetings as called by the MD Chairman of the Australian Lions Children's Mobility Foundation.
- Actively promote the ALCMF as a major initiative of MD201 Lions.

UPDATED - September 2011

TABLE OF REVISIONS		
Rev #	Clause	Description of Change
1.0		Procedure added to register
2.0		Reformatted 11/9/14

Revision No.	1	Relates to:	Human Resources
Revision Date	10 October 2011	Applies to	Position Holder
Author	Ron Skeen	Authorised by	Y&CP National Coordinator

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