

TASA Treasurer

Major responsibilities include:

General administration:

- Primary responsibility for the financial standing of the Association
- Managing office assistant/s where required
- Processing financial aspects of membership applications
- Liaison with accountant to facilitate the annual audit of accounts
- Liaison with the Secretary on the processing of revenue and expense related items when necessary (cheques, credit cards), ABN invoices, GST matters
- Processing Executive Committee and other expenses involved in running the Association
- Assisting in planning functions, policy development and implementation, particularly as it relates to financial matters
- Participating in the financial management of all TASA Awards and Prizes
- Reviewing the membership fee scale on a regular basis
- Ensure that all taxation requirements are met including the submission of quarterly BAS statements and annual tax return

Reports:

- The presentation and distribution of the audited annual financial report at the AGM
- The presentation of a financial statement to each Executive Committee meeting with bills to be passed for payment
- Compiling and submitting an annual report (in cooperation with the TASA Secretary) for the Incorporations office in the ACT, signed by the TASA Public Officer

Conditions:

The TASA Treasurer must be a full financial member of TASA and must attend a majority of Executive Committee meetings.