

Treasurer

Major responsibilities include:

- General administration:
 - The Treasurer shares responsibility for the financial standing of the Association with all TASA Executive Members
 - Liaison with EO to facilitate the annual audit of accounts
 - Liaison with the EO on the processing of revenue and expense related items when necessary (cheques, credit cards), ABN invoices, GST matters
 - Oversee the EO processing of Executive Committee and other expenses involved in running the Association
 - Assisting in policy development and implementation, particularly as it relates to financial matters
 - Oversee the EO in the financial management of all TASA Awards and Prizes
 - Reviewing the membership fee scale on a regular basis in line with Australian annual CPI rate
 - Ensure that all taxation requirements are met including overseeing the EO in submitting the quarterly BAS statements and annual tax return

- Reports:
 - The presentation and distribution of the audited annual financial report at the AGM or SGM each year (SGM if not enough members at AGM)
 - The presentation of a financial statement to each Executive Committee meeting with quarterly cheque payments to be ratified
 - Compiling and submitting an annual report (in cooperation with the TASA Secretary and EO) for the Incorporations office in the ACT, signed by the TASA Public Office

Conditions:

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