



The Country Women's Association of Victoria Inc.

Role Description: State Treasurer

Version: 01.2

Drafted by: MH Helen Wall OAM and Heather Scott

Approved by the Board on 18.12.2018

Responsible Person: State President

Scheduled Review Date: October 2019

Note that throughout this document extracts from the Constitution of The Country Women's Association of Victoria Inc. are placed in boxes. Please refer to the full copy of the Constitution available from cwaofvic.org.au/about/constitution or upon request from Head Office.

Eligibility

Note that **Election of Board Members and State Council Members: Policy and Procedures** states in Clause 2.2(a):

In addition to the requirements in Clause 10.1 of the Constitution, a member is only eligible to be elected or appointed as a Board Member or a State Council Member other than a Group President if the member has been a member of State Council for at least 2 years (consecutive or otherwise).

Further requirements are listed in the **Election of Board Members and State Council Members: Policy and Procedures** and in the Role Description. Please read **both** these documents carefully before submitting a nomination.

State Treasurer

Clause 6.5 on page 15 of the Constitution contains the following:

Specific duties of the State Treasurer

The State Treasurer must:

- (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
- (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt;
- (c) make any payments authorised by the Board or by a general meeting of the Association from the Association's funds; and
- (d) ensure cheques are signed by at least 2 of the following persons:
 - (i) the State President;
 - (ii) the Deputy State President;
 - (iii) the State Treasurer; and
 - (iv) the Executive Director.
- (e) ensure that the financial records of the Association are kept in accordance with the Act (and the policies in relation to the financial records set by the Board, from time to time); and
- (f) coordinate the preparation of the financial statements of the Association and their certification by the Board prior to their submission to the annual general meeting of the Association.

The State Treasurer must ensure that at least one other Board member has access to the accounts and financial records of the Association.

Further details of the duties of the State Treasurer:

1. Oversight/Reporting of the finances of the Association:

All Board Members are equally responsible for the finances of the Association.

- a. Liaise with the Executive Director, Accountant and Bookkeeper re financial matters
- b. Manage the term deposits with the Accountant. Be aware of when term deposits fall due, organise the letters of instruction and take to relevant banks if necessary.

- c. Co-sign Authority to Pay forms, then use NAB Connect to authorise payments when uploaded by bookkeeper; request a second signatory to complete the transactions.
- d. Before each State Council put Senior Office Bearer claim forms out, then check and authorise the claims.
- e. Liaise with Committee Chairpersons and the Executive Director in relation to budgets, income and expenditure for the work of the Committees, including purchase order authority/authority to pay forms.
- f. Advise Group Presidents of procedure for Group President Area Fund claims, issue forms, check and authorise the claims.
- g. Organise floats for each major State event.
- h. Receive, count and bank the money from each major State event with another Senior Office Bearer, or arrange for two Senior Office Bearers to perform these duties if unable to attend.
- i. Organise float, extra EFTPOS machines, cash registers and anything else financial needed for the RM Show. Organise money collection through the RM Show and reporting to the RASV during the RM Show. The State Treasurer is to appoint another Senior Office Bearer or Past State Treasurer as Acting Treasurer for any day or part day when she will not be on duty at the RM Show, and inform the Catering Committee Chairman. Invite suitable members to work on the cash registers at the RM Show, arrange the duty roster, and inform the Catering Committee Chairman, so that volunteer requirements and bookings can be completed.
- j. Following each major State event, oversee the preparation of a statement of profit and loss for the event.
- k. Meet with Executive Director, Accountant and auditors before and during audit in February to provide information to and receive advice from auditors.
- l. Write report on the audited finances of the Association for the Official Annual Report and present at AGM of Association.
- m. Write and present report for each Board meeting, each State Council and for the Victorian Country Woman magazine as required.
- n. Work with Executive Director, Accountant and the Board to prepare the following year's budget.
- o. Obtain quotes for repairs and maintenance etc when requested by the State President.
- p. Re-count and check every branch and group financial return and collate the financial information contained. Prepare a report of the results, and recommend necessary action to the State President and the Board.

2. Support for the State President

- a. As requested by the State President attend the Annual General Meetings and Half Yearly Conferences of Groups of the Country Women's Association of Victoria, to preside over the election of office bearers and update members on decisions made by the Board and State Council. Represent the State President at Group and Branch special events as requested by the State President.
- b. Represent the State President at Group and Branch special events as requested by the State President.
- c. Undertake other duties as requested, in support of the State President.
- d. Contribute to the work of the Board and the State Council, as indicated in Clauses 3.1, 5.2 and 6.1 of **Election of Board Members and State Council Members: Policy and Procedures**.

3. Provision of financial training for Office Bearers and Members

- a. Conduct training for Senior Office Bearers on the finances of the Association, in particular in relation to State Committees.
- b. Train Senior Office Bearers in operation of cash registers, EFTPOS machines and receipt writing in preparation for State events.
- c. Participate in Group President training each March to support State President and help train the GPs on the group finances.
- d. Conduct workshops with groups/branches on the finances of the Association.

4. Co-ordination of the Educational Grants of the Association:

- a. Chair the meetings of the Scholarship and Educational Grants Committee.
- b. Plan the date, place and time of committee meetings and events, having regard to Board meetings, State Council meetings and other State events already on the Calendar of Events, and provide this information to the State President to be added to the Calendar of Events; book the venue for the meetings.
- c. As soon as possible after receiving the list of appointed committee members from the State President, prepare a list of names and contact details of all committee members and provide each member of the committee with this list.
- d. Write a letter/email of welcome to each committee member as soon as possible after State Conference, enclosing a copy of the minutes of the last meeting.
- e. Attend to correspondence before and after meetings of the committee.

- f. Check all applications for Scholarships and Educational Grants for eligibility.
- g. Prepare the agenda for the meetings of the committee and circulate it in advance of the meeting whenever possible. Copies are to be provided to all committee members.
- h. Appoint a Minute Secretary for the taking of minutes at meetings of the committee, and to type and provide them to the Chairperson for distribution within one week after the meeting. Copies are to be provided to all committee members, and emailed to the State President and Deputy State President. A printed copy is to be placed in the appropriate minute book folder in minute book filing cabinet in the Member Services Team Leader's office (this copy to be signed at subsequent meeting and then replaced in file). All official correspondence to remain at Head Office at all times.
- i. Present a report on the work of the Committee to State Council as required, and request the ratification of the recommendations from the Scholarship Committee.
- j. Write a report for the The Victorian Country Woman magazine on the Scholarships and Educational Grants awarded when applicable
- k. Prepare Educational Grant application forms (secondary, tertiary, AA Gibbs and Sarah Amiet nee Nicholson) for publication in The Victorian Country Woman magazine in August and ensure post graduate application forms go into postings in April and Diamond Jubilee form goes into The Victorian Country Woman magazine in the middle of the year. Prepare posts for the Association website and Facebook page advertising the grants available.
- l. Send out letters and cheques to successful applicants and letters of explanation to unsuccessful applicants.
- m. Send letters and cheques to tertiary scholarship winners after proof of enrolment at college or university is received.
- n. Liaise with State President and Committee re Post Graduate Scholarship and Diamond Jubilee applicants.

5. Absence from Duty

When unable or unavailable to perform the duties of the State Treasurer, for example due to illness or holiday, notify the State President in writing, if possible in advance, and request leave of absence. The State President will appoint another member to perform the duties during the absence.