



Treasurer

OVERVIEW

Board members are elected to manage the affairs of Aldinga Community Centre.

Governance is the system by which our Board ensures that the Centre's responsibilities are met. Governance focuses on the organisation's broad issues of organisational purpose and forms the overarching framework for running the Centre.

The two main components of governance are

Performance The performance of Aldinga Community Centre determines whether it is meeting the purpose for which it was formed.

Compliance Aldinga Community Centre is accountable to its community and funding bodies, and must comply with legislative obligations including taxation, work-cover, insurance and the meeting of contractual and service obligations.

What the Board does is governance, what the staff do is management. The functions are separate and different but they operate as a partnership. At Aldinga Community Centre, we have an organisational chart, clear position descriptions and Delegated Authorities to prevent confusion about roles and responsibilities that have the potential to lead to conflict and low morale.

It is the role of the Board to govern the affairs and activities of the organisation, ie direct and monitor the financial and operational performance – *what the organisation is*.

It is the role of the staff to manage the organisation, including the day-to-day operation of the service/s through implementation of the Board endorsed strategic plan and policy framework – *what the organisation does*.

Management is responsible for implementing the directions determined by the Board, within the vision, purpose, values, policy context and budget determined by the Board.

Governing an organisation is a team operation. Effective governance relies on all Board members having enough current information to confidently carry out responsibilities and make good routine and strategic decisions.

As a member of our Board you share the following governance responsibilities with fellow Board members

To meet accountabilities, the roles of the Board include

- Developing/approving the vision, purpose and values of the organisation
- Developing/approving a sound framework of organisational policies and procedures
- Approving/developing a strategic and business plan
- Developing a risk management plan and ensuring it is implemented
- Financial management including developing/approving the budget
- Ensuring legal requirements are met
- Ensuring quality of services
- Ensuring there are adequate funds and resources for the organisation
- Ensuring the Board is functioning well, reviewing the work of the Board and planning for the succession and orientation of Board members

TREASURER

The treasurer has an overview of the financial status of the Association and is responsible for financial planning to be undertaken to ensure the financial viability and growth of the organisation. The Treasurer liaises with the Finance Officer to cover the following areas of responsibility:

- *Caretaker of finances* (financial tasks delegated to Finance Officer and other staff)
- *Financial recording* (works with Finance Officer to record and maintain records in manner suitable for Board)
- *Financial reporting* (ensures that Finance Officer prepares financial reports in line with Board requirements; Treasurer explains these to Board)
- *Financial planning* (acts as resource for annual planning process)

The Treasurer liaises with the Finance Officer to

- Keep regular, accurate records of all incoming and outgoing payments (or see that they are kept)
- Ensure that records and original documents (accounts, receipts and reports) are kept in a safe place
- Ensure all cheques are signed in accordance with authority given in Constitution
- Keep the Board regularly informed of financial position of the organisation
- Ensure that all payments made on behalf of staff – wages, taxation, work cover, superannuation, comply with legal requirements and Centre policies
- Investigate and advise Board on any investments
- Make any investments as directed by the Board
- Prepare a 12 month financial statement for audit at least once a year, and present it at the AGM
- In conjunction with the finance sub-committee, prepare an annual budget for approval by the Board

Before each meeting

- Ensure that computer register/cash book has been reconciled with bank statement

once per month

- Prepare a monthly financial report including income/expenditure, year to date figures, transaction report and reconciliation with the Finance Officer. Prepare a budget report quarterly.

At each meeting

- Present a monthly financial report
- Ensure that the Board has understood the report and that they are encouraged to ask questions

After each meeting

- Ensure all accounts are paid and complete any other financial transactions as directed by the Board.