

## **The Role of Bushwalking Victoria Treasurer**

### **Member of the Board of Management**

1. Attend monthly Board meetings
2. Represent BWV at functions with member clubs or external organisations as required

### **Role Statement – Treasurer**

Ensure the financial integrity and security of Bushwalking Victoria (BWV) by:

- ensure the BWV Financial Procedures Manual is maintained and updated as necessary
- managing the maintenance of financial records on the MYOB database by the Office Manager
- ensure banking of received cheques and cash in a timely manner
- arranging for financial reports to be circulated to Board members prior to each Board meeting
- scrutinizing incoming invoices and expense claims
- circulating to Board members a list of payments to be made prior to each Board meeting
- making approved payments in a timely manner
- preparing and submitting a quarterly Business Activity Statement (BAS) to the Australian Taxation Office (ATO) together with a cheque for payment of tax instalment or a claim for a refund where appropriate
- managing relationship with ATO using the AusKey system where appropriate
- preparing annual budget including a recommendation for affiliation fees for the Board to present to the Annual General Meeting (AGM)
- preparing annual financial report for inclusion in the BWV Annual Report
- convening and chairing Finance Committee as required
- arranging for annual audit of BWV accounts
- managing relationship with Community Sector Banking and Bendigo Bank, and ensuring maintenance of appropriate number of approved signatories to operate BWV accounts
- recommendation of an appropriate investment strategy to the Board
- ensuring timely payment of salaries and superannuation contributions for BWV employees