

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