



KYNETON COMMUNITY & LEARNING CENTRE INC.

ROLE DESCRIPTION - TREASURER

The Rules of the Kyneton Community & Learning Centre Inc. require the election of a Treasurer.

Role of the Treasurer

The role of the Treasurer includes:

- | | |
|--|---|
| Governance | <ul style="list-style-type: none"> ▪ Ensuring that the Board maintains the degree of financial literacy necessary to conduct the business of the Centre ▪ Advising the Board on matters of finance ▪ Ensuring that appropriate financial policies and procedures are in place and fully documented |
| Planning | <ul style="list-style-type: none"> ▪ Overseeing the production of an annual Business Plan by the Centre Manager ▪ Ensuring, in partnership with the Board, the regular review and development of the Business Plan |
| Meetings | <ul style="list-style-type: none"> ▪ Reporting to the Board at each meeting on the financial situation of the Centre ▪ Reporting to the Board at each meeting on variances from the approved budget ▪ With the Minute Secretary, placing any necessary financial items on the Board agenda in advance of the meeting ▪ Reporting to the Annual General Meeting on the financial situation of the Centre |
| Administrative & Management | <ul style="list-style-type: none"> ▪ Serving on the Executive Committee between Board meetings ▪ Chairing the Finance Committee ▪ Personally carrying out financial duties as assigned ▪ Overseeing the Centre's bookkeeping ▪ Ensuring the Centre's financial records are adequate, protected, backed up, and accessible. ▪ Overseeing the Centre's banking ▪ Overseeing the maintenance of the Centre's asset register |

- Finance**
- Ensuring the Centre’s financial control procedures are adequate and that appropriate safeguards against fraud are in place
 - Ensuring that risk management strategies (including appropriate insurances) are in place
 - Overseeing the collection and reception of all money due to the Centre and the making of all payments authorised by the Centre
 - Overseeing the Centre’s investment strategy and reporting to the Board
 - Preparing the Budget for the coming year
 - Ensuring any recommendations of the auditors are implemented
 - Reviewing income and expenditure against the budget on a continuous basis
- Legal**
- Ensuring the Centre’s compliance with all applicable legal requirements
- Other duties** As for Ordinary Board members

Qualities and skills:

- Understanding of and commitment to the Centre’s mission and vision
- Good communication and interpersonal skills
- Experience of financial control and budgeting
- IT literate
- A willingness to be contacted on an ad hoc basis
- Ability to ensure decisions are taken and followed-up
- Good time-keeping

Time Commitment:

- The term of office for Board of Management members is 12 months
- The role of the Treasurer requires an estimated commitment of 20 – 30 hours per month