

Role of Second-Wind Ensemble Treasurer

The role of the Treasurer is to be responsible for the administration of the Second-Wind Ensemble's finances to allow the committee to provide good governance. The Treasurer is responsible to regularly report on the Ensemble's financial status to both the committee and the Ensemble's members. The Treasurer is a member of the committee executive.

Desirable Attributes:

- Good organisational skills
- Has some financial expertise
- Ability to maintain accurate records
- Honest and trustworthy
- Computer skills
- Internet banking proficiency

Specific duties include but are not limited to:

- Providing advice to the committee in their management of the Ensemble's finances
- Administering all financial affairs of the Ensemble
- Leading the annual budget process and ensuring an appropriate annual budget is provided to the committee for approval
- Ensuring development and committee review of financial policies and procedures
- Supporting any required auditing processes
- Managing receipt and banking of all incoming monies
- Paying all accounts
- Maintaining accurate records of all income and expenditure
- Ensuring that all receipts and payments concur with bank deposits and withdrawals
- Presenting financial reports – at committee meetings and AGM
- Arranging and despatching invoices for any payments required
- Issuing term membership fee notifications
- Keeping accurate record of all membership payments
- Being a signatory on the Ensemble's account
- Being a committed member of the committee executive