



## VMRWA Treasurer POSITION DESCRIPTION

### Position Identification

**Title:** Treasurer  
**Functional Area:** VMRWA Management Committee

The Position of Treasurer with VMRWA is a both a management committee position and a legal requirement within the Associations Act. The role of Treasurer is to support the management committee of the Association by ensuring the day-to-day administration of the association finances is done in a responsible, timely and effective manner.

### Position Objective

The main objective for individuals who hold this position title:

1. To ensure the day-to-day administration of the association finances is conducted responsibly, effectively and in a timely manner.

### Attributes

The following competencies are required for this position:

<b>Vision &amp; Leadership</b>	<ul style="list-style-type: none"><li>• To be committed to the vision, mission and values of the Association.</li><li>• To be involved in the development and implementation of strategic plans for the Association.</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• To be a good communicator at all levels in the Association, members and FESA VMRS personnel.</li></ul>
<b>Team Work</b>	<ul style="list-style-type: none"><li>• To be committed team player.</li><li>• Work towards team objectives.</li></ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"><li>• Have the ability to listen, understand and assess the needs of members and the association.</li><li>• Have the ability to be proactive in putting forward suggestions for continual improvement and problem solving.</li></ul>
<b>Self Management</b>	<ul style="list-style-type: none"><li>• To be self motivated</li><li>• Able to plan workloads to meet deadlines while ensuring good volunteer-life balance.</li></ul>
<b>Planning &amp; Organising</b>	<ul style="list-style-type: none"><li>• Ability to prioritise workload to achieve objectives</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>• To have good computing skills in being able to deal with email and teleconferencing, meeting minutes, agendas.</li></ul>
<b>Learning</b>	<ul style="list-style-type: none"><li>• Ability and enthusiasm for learning new things.</li></ul>
<b>Initiative &amp; Enterprise</b>	<ul style="list-style-type: none"><li>• Not afraid to put forward new ideas.</li></ul>

## Key Performance Objectives

Outputs	Key Performance Indicator
Ensure Responsible Administration of the finances of the Association.	<ul style="list-style-type: none"> <li>Responsible for the receipt of all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association.</li> <li>Pay all moneys into such account or accounts of the Association as the Committee may from time to time direct.</li> <li>Make payments from the funds of the Association in accordance with the rules of the association.</li> <li>Submitting to members at each Annual General Meeting of the Association accounts of the Association showing the financial position of the Association at the end of the immediately preceding Financial Year.</li> <li>Whenever directed to do so by the Commander, submit to the Committee a report, balance sheet or financial statement in accordance with that direction.</li> </ul>
Ensure accurate record keeping for the Association	<ul style="list-style-type: none"> <li>Keeping such accounting records as correctly record and explain the financial transactions and financial position of the Association;</li> <li>Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time;</li> <li>Keeping its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited.</li> <li>Arrange for the annual audit of financial records prior to the Annual General Meeting of the Association.</li> </ul>
Active participation at VMRWA Committee Meetings	<ul style="list-style-type: none"> <li>Presence at meetings, whether teleconferencing or face to face.</li> <li>Being prepared to take on small projects and see them through to completion.</li> <li>Being prepared to participate in sub-committees as needed.</li> </ul>
Active participation in sub-committees	<ul style="list-style-type: none"> <li>Chairing or participating in sub-committees</li> <li>Working towards completion of sub-committee objectives</li> </ul>
Maintain good working relationship with FESA VMRS team	<ul style="list-style-type: none"> <li>Liase with FESA VMRS on any matters that FESA VMRS has a responsibility for in relation to the completion of the treasurer duties.</li> </ul>
Work with members of the Association requiring assistance with treasury functions.	<ul style="list-style-type: none"> <li>Provide guidance and assistance with treasury functions to members groups if required.</li> </ul>

## Person Specification

For this role, VMRWA looks for the following Skills, Knowledge & Experience, and personal attributes:

### Skills:

- Good organisational skills
- Good communication and interpersonal skills
- Computer skills in word processing, email and other office management products, particularly financial management software.
- Ability to work alone and as part of a small but dynamic team

### Knowledge & Experience:

- Good knowledge and experience with Volunteer Marine Rescue administration both on a local and state level.
- Experience of committee work and procedures.
- Financial record keeping and reporting experience.

### Personal Attributes:

- Ability to prioritise
- Flexible approach to the role
- Happy disposition
- Natural ability to treat people with empathy, respect and trust
- Firm polite persistence coupled with patience
- Time to effectively fulfil the role
- Confidentiality on all matters relating to group activities/issues

## Organisational Relationship / Authority

### Organisational Relationships

Internal Contacts: VMRWA Committee Members  
Association Members

External Contacts: FESA VMRS Team  
Other external contacts as delegated by the VMRWA Committee

### Organisational Authority

Decisions made in the position: Decisions in relation to financial matters in accordance with the rules of Association.  
Decisions as delegated by the VMRWA Management Committee.

Decisions referred: Decisions requiring input by VMRWA Management Committee should be referred to the committee.  
Decisions requiring input by FESA VMRS should be referred to FESA VMRS and/or the VMRWA Management Committee.

## Occupational Health and Safety

Individuals are responsible and accountable for:

- Compliance with policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment.

## General Responsibilities

The Treasurer will need to take responsibility for

- All financial records of the Association
- The review process for all policies, procedures, standards and forms relating to the financial management of the association.

## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by persons in this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and skills required of persons assigned to the role.