

Treasurer

The Treasurer is the chief financial management officer for the Bushwalkers of Western Australia.

Responsible To

The Treasurer is directly responsible to the President and members of the Committee.

Responsibilities and Duties

The Treasurer should:

- Keep the club's financial books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of Bushwalkers of WA is around 1/2 hour per week.