



Position Description - Treasurer

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| Position Title of Supervisor | Association President |
| Name of Supervisor | Refer to ASPA Executive List |

1. Objective of Position

Collect and receive all monies due to the Association and make payments authorised by the Association. Keep correct and accurate financial accounts and books and make available for inspection by members.

2. Organisational Relationships

- (i) Position Title of Supervisor**
Association President

- (ii) Position Titles which also report to Supervisor**
Senior Vice President
Association Treasurer
Vice President Education
Vice Presidents – Victoria, NSW, Tasmania
Executive Officer

- (iii) Position Titles that report to this position**
None

3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of eight (8) elected Committee Members. Elected Committee Members are elected for a period of one (1) year at the Annual General Meeting of the Association. All elected positions are eligible for re-election.



4. Key Accountabilities

- a. Be a signatory to all bank accounts of the Association;
- b. Oversee the maintenance of the Associations financial affairs and the keeping of records and books in a form which is readily available to open audit by the Association's Auditors or others who may from time to time be required to do so;
- c. Prepare an annual budget, in consultation with the President and the Council;
- d. Present summary financial statements at each meeting of the ASPA Council or Executive;
- e. Present full financial statements according to normal business practice at the Annual General Meeting of the Association in November;
- f. Assist the President in preparation of government funding requests and reports;
- g. Assist in the financial aspects of the preparation of proposals for any potential sponsors;
- h. Provide details if required, regarding all operations relating to the scope of the RTO registration;
- i. In consultation with the President, ensure ASPA has all required insurances;
- j. Write and review the ASPA Strategic Plan in consultation with the President and other executive officers;
- k. Implement and ensure compliance with the Financial Management Policy and Procedures and be responsible for the implementation and audit of standard 2.3 and standard 3 in the Standards for RTOs document;
- l. Forward completed audit report to the Secretary annually for review by the President prior to the AGM.