

POSITION DESCRIPTION

Sacred Heart College Alumni Association Treasurer

Position title	Sacred Heart College Alumni Association Treasurer
Overview	The Treasurer is responsible for the management and reporting of all financial matters of the Association. This is a voluntary, elected position with a term of up to three consecutive years.
	The Treasurer shall: • Ensure that the Committee understands its financial obligations • Implement and maintain controls on expenditure, such as: ○ Who can authorise spending ○ Upper limits before Committee approval is needed Who has access to the accounts • Have oversight of income generation, including appropriate ways of raising funds where applicable • Keep the Association's financial records up-to-date, including evidence that money received is banked and documentation provided for all money paid out • Make sure financial reports are presented and understood at all committee meetings • Provide up to date financial reports at all regular meetings • Ensure that information for an audit is prepared each year and arrange the Audit • Provide audited annual financial reports for the Annual General Meeting • Ensure that the Alumni Committee discharges its financial responsibilities in respect of Mercy Education Limited's governance; • Assess any financial proposals being considered by the Committee • Assist the Executive and Committee in making sound financial decisions • Protect the Association against fraud or theft, ensuring safe custody of money and prompt banking • Represent the Association on the 'Alumni Association Trustee Committee' to help in the management of the 'Sacred Heart College Alumni Association Scholarship Trust Fund'. • Undertake any other duties or responsibilities in accordance with the Association's Constitution or Charter.

Criteria and skills	<u>Essential criteria:</u> • A recognised financial qualification or extensive documented experience in accounting and bookkeeping • Be able to meet deadlines for reports and meetings • Be able to maintain accurate and up to date accounts and manage financial records using available technology • Be able to work in a logical orderly manner • Be able to clearly communicate financial concepts and analyse financial proposals for the Committee <u>Attributes and skills:</u> • Understanding of business, legal obligations and finance, along with a willingness to seek professional advice where necessary; • High level of communication and inter-personal skills to be part of an inclusive, cohesive and functional committee; • Integrity and dependability with a commitment to responsibly guide the financial decisions of the Alumni Association into the future. <u>Other:</u> • The ability to commit sufficient time to the position to fulfill the above criteria.
Selection process	The process for the appointment of the Treasurer will be done in accordance to the guidelines outlined in the Sacred Heart College Alumni Association Charter. The process is as follows: 1. The SHC Alumni Association will make a call for 'Expressions of Interest' to nominate for the position. 2. The Alumni Committee will review all nominations and provide feedback to candidates. 3. The candidates that meet the criteria and have been approved by the Committee will be taken forward to the SHC Alumni Association Annual General Meeting for election. 4. Election process at the AGM will include all candidates to speak to their nomination for Treasurer, two minutes per candidate. 5. The Treasurer will be elected by a majority vote of the Alumni Members present at the Annual General Meeting