



Treasurer Role

Criteria

- Preferable to have been a committee member for a minimum of 12 months
- Is elected by the committee after the Annual General Meeting or at the first committee meeting post AGM
- Has experience or an interest in care for Day Surgery patients
- Requires sound computer skills in word and excel.
- Willingness to keep membership and financial records for DSNASA to an audit standard.
- Will understand and adhere to strict confidentiality of members personal details, giving them to no others internally or externally, including to trade members.
- Will be a member of the Executive committee of the DSNA SA.

Responsibilities

- Will maintain electronic records of financial matters for DSNA SA files.
- Receipt and bank monies paid by cash, cheque, money order and electronic fund transfer (EFT) for membership and education events.
- Be the Administrator for DSNA SA Eventarc and PayPal accounts.
- Set up electronic payment methods (Eventarc and PayPal) for membership payments with electronic receipting capabilities (or delegate to Membership Officer) and set up same for education event payments (or delegate to Education Officer).
- Generate invoices for all members including trade sponsors when membership fees are due prior to June. Forward to Trade Sponsorship Officer and Membership Officer for emailing out.
- Present to the committee a monthly financial report that includes: a reconciliation statement, accounts to be paid, monies received, bank statements and any other financial correspondence
- Ensure PO Box for association is maintained and will be responsible for post box keys. The treasurer will hold the post box keys.
- Will seek approval of any new forms or promotions from committee before commencing them.
- Will liaise with President, Secretary, Web Page/Social Media Portfolio holder and Membership Officer to ensure membership forms are up to date with dates and pricing.
- Shall only pay monies with the approval of the Committee, ensuring the DSNA SA Expense Report is completed for tracking purposes. Expense reports/cheque book should be brought to each meeting to ensure quick reimbursement to committee members for accounts to be paid. Any other accounts owing, should be presented each meeting with an authority to pay being given by at least one other signatory

member from the committee (generally is the President, Secretary or other assigned committee members).

- Shall be a signatory for the association's accounts.
- Oversee the management of signatories registered with Beyond Bank. Will ensure with President that old bank account signatories are removed from current Bank account when those members resign or change positions within the committee that no longer give them signatory rights.

Activities

- Notify Membership Officer when memberships are paid/renewed so database can be updated, and welcome letter sent.
- Prepare financial reports monthly including the monthly bank statement.
- Update of membership forms annually and input into wording for promotional materials on the webpage or facebook page
- Will ensure review of the location of the PO Box in consultation with the committee in February each year prior to payment of mail box rental (due March each year) and oversee management of the keys
- Monitor emails regularly in order to complete all responsibilities and activities associated with financial matters of the association
- Complete not for profit documentation required in September each year.

The Annual General Meeting

- Will prepare an annual balance sheet and statement of audit of accounts for presentation to Annual General Meeting.
- Shall have financial year accounting audited by independent accountant prior to AGM with ability to show proof at AGM that this process has taken place.

Other

- Non-member education evening payments shall be acknowledged from the Petty Cash receipt book, original to client and copy to remain as permanent record within the book