

# TREASURER & MEMBERSHIP

The responsibilities of this combined position include, but are not limited to:

## Financial Administration

- Keep up to date records as an audit trail for all transactions.
- Ensure safe custody of money and prompt banking.
- Inform and advise the committee regarding BWI's financial obligations.
- Ensure that the organisation complies with the tax regulations (such as GST) if and when appropriate.
- Review, with external professional assistance (if required), internal and financial reporting processes annually

## Financial Reporting and Procedure

- Have a clear understanding of control on expenditure.
- Understand who can authorise spending and to what limit.
- Ensure systems for cash and cheque are kept secure, with tracking systems for this.
- Understand the main sources of BWI income and expenditure.

## Membership Administration

- To maintain accurate records of all membership applications and to maintain appropriate to ensure member records are up to date.
- To send membership packs and information to new and renewing members within two (2) weeks of receiving their payment.
- To send courtesy reminder letters to members when their fees are due.
- To update the Publicity Officer regarding new member contact information for inclusion in mail outs etc.
- To protect the confidentiality of members data.
- To manage the 'TryBooking' system in regards to membership payment.
- To work with the committee on a range of issues that benefit the membership base.

## General Committee Responsibilities

- Support and attend committee meetings on a regular basis.
- Attend events and functions of BWI when able.
- Support events and programs of BWI.

## Skills and Qualifications Required

- Basic understanding of financial record keeping / accounting.
- Be able to use an Accounting / Business / IT program (Excel at base level).
- To be able to prepare a basic monthly and annual budget.
- To be comfortable working within the guidelines and rules of an incorporated association.