**Position Description - VSA Treasurer**

The role of the Treasurer is to be responsible for the financial supervision of the VSA to allow the Board of Management to provide good governance. The Treasurer is

responsible to report as required on the VSA’s financial status to both the VSA

Committee and the VSA members.

**Desirable Attributes:**

* Good Organisational Skills
* Has some financial expertise
* Ability to maintain accurate records
* Honest/Trustworthy
* Computer skills
* Good communication skills

**Specific duties include but are not limited to:**

1. Provide advice to the Board in their management of the VSA finances
2. Administer all financial affairs of the VSA
3. Lead the annual budget process and ensure an appropriate annual budget is
4. provided to the Board for approval
5. Ensure development and committee review of financial policies and procedures
6. Support any auditing processes if required (currently the VSA is exempt from
7. audit)
8. Contribute in the development and implementation of VSA strategic plans and
9. goals.
10. Receipt of all incoming monies
11. Bank all monies received
12. Pay all accounts in conjunction with other Board member approval
13. Maintain accurate records of all income and expenditure
14. Reconcile all bank accounts and investments portfolios
15. Be a signatory to VSA bank accounts
16. Maintain relationships with selected Clubs via the VSA buddy system

**Needed:** The ability to keep the following electronic records and paper records

* Receipt records
* Invoice records
* Bank deposit records
* Accounting record
* Computer and internet facilities

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