



THE FRIENDS OF FRAYNE
SUPPORTING THE STUDENTS, PARENTS, TEACHERS
AND COMMUNITY OF URSULA FRAYNE CATHOLIC COLLEGE



VOLUNTEER POSITION DESCRIPTION

Position Title: Treasurer

Position Description: The Treasurer is responsible and accountable to the Friends of Frayne Council for all financial matters relating to the operation of the Friends of Frayne.

The Treasurer:

- Operates in accordance with the Friends of Frayne Charter.
- Manages all the financial requirements for the Friends of Frayne including:
 - Accurately keeping a record of all transactions.
 - Issuing receipts for all money received.
 - Paying all accounts as authorised by the meeting, or as required.
 - Ensuring all monies are held and stored securely.
 - Banking all money regularly.
 - Reconciling and filing monthly bank statements.
 - Preparing and presenting a financial report for each Council meeting.
 - Preparing and presenting an annual financial report for the Annual General Meeting.
 - Ensuring the Council's financial records meet audit requirements and contracts an authorised auditor on an annual basis.
 - Preparing an annual budget.
 - Managing and responding to all associated correspondence.
 - Authorising and co-signing cheques.
- Attends all Friends of Frayne Council meetings.
- When required, attends and represents the Council at formal celebrations as invited by the College.

Time Commitment:

- Minimum 1 hour a week to maintain books.
- 1-8 hours in an event week and the lead up (this time can vary on the size and length of the event).

Reporting to:

- President.

Prerequisites:

- Sound computer skills.
- Good organisational skills.
- Financial background would be beneficial but not essential.
- Must be committed to being a part of the school and working towards making it a better community.