



# FRIENDS of FRAYNE – EXECUTIVE COUNCIL ROLE DESCRIPTION

## TREASURER

Term of appointment: Minimum of two (2) years.

**PRIMARY OBJECTIVE:** 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.

### **RESPONSIBILITIES:**

- Comply with the Catholic School Parents Western Australia Group (CSPWA) Terms of Reference and the college Code of Conduct.
- Act and be seen to act in the best interests of the Friends of Frayne and its operations, and the school.
- Work collaboratively and constructively with the Principal.
- Must follow the P&F Financial Practices Guide to ensure compliance to CEWA's Policies and Executive Directives.
- Report to the Friends of Frayne President.

### **KEY TASKS:**

- Prepare and present a finance report at each Friends of Frayne meeting.
- Prepare and present the Annual Financial Report at the Annual Community Meeting.
- Prepare the annual budget to support the 'Annual Event Plan' for both campuses.
- Collect and bank monies from fundraising events.
- Collate Friends of Frayne Council reimbursement forms, petty cash receipts and supplier invoices and ensure they are correctly authorised before providing to college finance staff for payment.
- Ensure grant acquittal requirements are met (if applicable).
- Ensure motions relating to finance decisions, including approval of donations to the school are presented to the Friends of Frayne Council (where applicable).
- Ensure the Council's financial records meet audit requirements.
- Abide by the Terms of Reference.

### **SKILLS REQUIRED:**

- Financial background.
- Strong organisational skills.
- Good communication skills.
- Effective computer skills.