

ROLE PROFILE REGIONAL TREASURER



The Role:

The Regional Treasurer is responsible for the sound financial organisation of the region, ensuring that financial records are maintained and that the region's activities are financially viable.

The Regional Treasurer plays a key role in translating financial information and concepts to members of the regional committee as well as working with the Regional Chairman to develop an annual budget which reflects the committee's plans and intentions.

Responsibilities:

- Advising and supporting the regional committee with financial planning
- Processing payment of volunteer expenses and receipts
- Preparing budgets and statements of income, expenditure and assets/liabilities
- Attending regional committee meetings and presenting relevant financial reports
- Administering and recording financial transactions arising from the decisions and actions of the regional committee
- Supporting volunteers within the region on matters relating to the administration of regional finances
- Submitting relevant financial documentation to RDA National Office
- Carrying out such responsibilities as may be delegated from time to time by the Regional Chairman

Method of Appointment:

- A Regional Treasurer will be appointed by the Regional Committee.