

## Frankston Business Chamber Inc. Position Description - Treasurer

<b>TITLE</b>	Treasurer of the Frankston Business Chamber Inc. Board of Management ( <i>here after referred to as "Treasurer"</i> )
<b>REPORTS TO</b>	Frankston Business Chamber Board of Management ( <i>hereafter referred to as the "Board"</i> )
<b>REPORTING TO THIS POSITION</b>	Nil
<b>LOCATION</b>	Suite 11, Ground Floor, 108 -120 Young Street, Frankston
<b>CLASSIFICATION</b>	Voluntary position that shall be appointed by the Board for a term as determined by the Constitution
<b>POSITION DESCRIPTION DATE</b>	March 2009

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### Primary Objective

This position is a requirement of the Frankston Business Chamber's Constitution. However, as the day to day financial matters are dealt with by the Board and the Finance Officer, the Treasurers position therefore is to support and oversee this area on behalf of the Board.

### Duties and Responsibilities

- Meet with Finance Officer prior to Board meetings; review the financial report so that the Treasurer can respond if there are any queries at the Board meeting.
- To be available to discuss with the Board and/or Finance Officer financial matters when needed.
- To attend any meetings relevant to funding or as required.
- Annually meet with Management, the Finance Officer and other members of the Management team to prepare annual budgets for the Chamber.
- Prior to the Annual General Meeting, review financial statements for the annual report.

### Reports To

Frankston Business Chamber Board of Management

### Qualifications

No specific qualifications are required for this position, merely a willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber and its members.

### Accountability

The Treasurer is accountable to the Frankston Business Chamber members, the Board, Corporate Affairs and all applicable funding bodies.



**Extent of Authority**

As per the Frankston Business Chamber's Constitution.

**Experience**

Proven financial/accounting experience highly desirable for this position. A willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber.

**Other Requirements**

- The Treasurer must be prepared to undertake the Finance Portfolio position.
- A Confidentiality Agreement must be signed prior to commencement.

**Approval**

I approve the this Position Description

Signed: .....

Date: .../.../.....

Position: .....

*(President)*

**Incumbent Statement :**

I have read, understand and accept the terms and conditions of this Position Description

Signed: ..... Date: .../.../.....

Name: .....