



Treasurer: Position Description

Position Title: Treasurer

Location: N/A

Reports To: Corporate and Administration Lead

Starting Date: 1 March 2024

About Us

Our Regionalisation Pilot Vision is to “significantly increase the reach and impact of Rotary and Rotaract in Australia, New Zealand and the Pacific Islands.” Through this new model we seek to:

- Provide greater consistency and continuity of strategy across the zone
- Enable a single point of contact for external parties seeking partnerships
- Build a stronger, unified regional Rotary image and brand
- Improve efficiencies to reduce duplication and costs to members and indeed to Rotary International
- Create attractive and diverse leadership and development opportunities

Taken together, a new governance approach will ensure we are able to provide greater support to clubs and members – to meet the goals of Rotary’s action plan, whilst providing more meaningful and rewarding club experiences for members.

Position Objective

To supervise the Regional Council funds and to prepare annual and regular reports on the status of the Regional Council finances. This volunteer role encompasses the need to manage daily authorised transactions and work beside Rotary International South Pacific and Philippines Office (RISPPPO) staff to ensure receipts and payments are made and recorded accordingly.

Key Responsibilities

- Liaise with Rotary International Zone 8 personnel on finance matters and maintenance and custody of Regional Council financial records and reports
- Ensure that all money due to Regional Council is collected and received and that all payments authorised by Regional Council are made
- Ensure that correct books and accounts are kept showing the financial affairs of the Regional Council, including full details of all receipts and expenditure connected with the activities of the Regional Council



- Disburse funds and pay accounts pursuant to Delegated Authority
- Attend Regional Council meetings
- Provide financial reports to each Regional Council meeting
- Assist the Regional Council in the preparation of the Board Paper to go to Rotary International
- Arrange to have the accounts audited annually and presented to the AGM
- Advise the Regional Council on financial matters, including preparation of the Regional Council Budget
- Undertake other duties that usually pertain to the office of Treasurer
- Upon retirement from office, turn over to the incoming Treasurer or the Regional Council Chair all funds, books of accounts and other club property in the Treasurer's possession

Skills, Experience and Qualifications

- Formal accounting or business management qualifications
- Experience in operations of a multi-faceted organisation
- Familiarity with the volunteer environment
- Capacity to operate in a team
- Experience in treasury & transactional management
- Familiarity with corporate regulatory requirements
- Have a strong understanding of Xero as an accountancy application
- It would be valuable if the person has experience in a new start-up of a similar environment

Meeting frequency

As required to meet the needs to the Regional Council Chair and associated Board meetings.