

POSITION TITLE	Treasurer (In addition to their responsibilities as a Director)
QUALIFICATIONS /SKILLS	The Treasurer will have knowledge of the financial and legal requirements to fulfil the fiduciary duties of the role, ideally with financial qualifications and/or a CPA.
TERM	The Treasurer position is appointed by the Board and continues until a situation arises whereby the position needs to change (eg resignation or removal of the incumbent)
REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to the work of Gondwana Choirs • Be informed of the services provided by Gondwana Choirs and publicly support them • Attend Board and FARS meetings and the AGM • Foster a positive working relationship with other Board members and the Gondwana Choirs Management and staff
MAJOR DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Chair the company's Finance, Audit and Risk subcommittee (FARS) • Support Management with presentation of financial and management accounts • Assist Board and Management to maintain the degree of financial literacy necessary to conduct the business of the organisation • Lead Board discussions on matters of finance • Lead Board discussions on the financial situation of the company, including variances from the approved budget • Contribute to producing strategies and plans for the organisation and ensure their regular review • Respond to queries from members at the Annual General Meeting on the financial situation of the company • Liaise with the Auditor, where necessary, to assist a smooth audit • Assure: <ul style="list-style-type: none"> ○ the organisation's financial records are adequate, protected, backed up and accessible ○ the company's financial control procedures are adequate and that appropriate safeguards against fraud are in place ○ risk management strategies (including appropriate insurances) are in place ○ the organisation's compliance with all applicable tax requirements • Oversee: <ul style="list-style-type: none"> ○ financial related policies and procedures and the company's banking ○ the asset register ○ the risk register ○ the company's investment strategy ○ the budget for the coming year ○ a review of income and expenditure against the budget on a continuous basis
REVIEW	Review the Treasurer's job description annually. Recommend changes to the Board for ratification.