



AUSTRALASIAN SLEEP TECHNOLOGISTS ASSOCIATION

(www.sleeptechnologists.org)

Position Description - ASTA Treasurer

The primary function of the Treasurer is as follows:

- Maintain accurate financial records for the association.
- Receipt of all monies to the association.
- Banking of all monies received by the association.
- Disbursement of monies at the direction of the executive committee.
- Ensuring that the associations accounts are audited at the end of each financial year and provision of the auditors report at the AGM.

The Treasurer sits on the executive committee and has full voting rights at the committee meetings and at the Annual General Meeting.

Appointment and Accountability

- The Treasurer is elected by a simple majority of voting members at the AGM or if the appointment is made due to early retirement for the remainder of the term of the previous incumbent (in accordance to the constitution).
- The term of office is for 2 annual general meetings.
- The Treasurer must provide an annual report to the AGM which is circulated a month prior to the AGM.

Requirements of the position

- Current member of ASTA.
- Able to maintain accurate records and a knowledge of simple accounting methods.

Responsibilities

- Abide by Constitution of the association.
- Carry out duties as directed by the constitution and as deemed necessary by the executive.
- Maintains accurate financial records for the association.
- Receives and disburses all funds as required and directed by the Executive.
- Arranges annual audit of the associations accounts at the end of each financial year.
- Prepares a report for circulation one month prior to the AGM on the associations current financial history.
- Provides the executive with accurate information on the financial position of the association at each executive meeting.
- Maintains records as required by the Australian Taxation Office of the association's non profit status.