

Treasurer

What is the job?

The Treasurer maintains the finances for the Australian Student Christian Movement, and ensures that legal obligations to governing bodies are met.

What is the ASCM?

The Australian Student Christian Movement is a movement of students interested in exploring questions of faith in an open, ecumenical environment and living the faith through acts of justice in the world.

What is expected?

The Treasurer is expected to maintain the funds, corporation responsibilities and Centenary Trust of the ASCM. In addition, the Treasurer is expected to work with other volunteers and a finance committee to organise national fundraising.

More specifically, the Treasurer is to:

- Organise payment of honoraria,
- Write cheques and deposit donations,
- Reconcile bank statements,
- Sign receipts and send off thank you letters for donations,
- Pay WSCF affiliation fee,
- Initiate national fundraising including the Annual appeal, and
- Develop policies for local fundraising.

In addition to this, the Treasurer:

- Is a member of the Executive, and must attend the ASCM General Committee Meeting,
- Is a Trustee from the ASCM Centenary Trust Fund
- Must provide a Treasurer's report and draft budget for meetings of the ASCM, i.e., Executive and General Committee Meetings,
- Must ensure the relevant paper work is submitted to the Australian Investments and Securities Commission at the appropriate times.
- Must liaise with the National Council of Churches in Australia regarding the processing of donations,
- Must liaise with an accountant regarding financial reports, and
- Is to inform the Database Co-ordinator of donation information and changes of details he/she becomes aware of.

What is the commitment?

The Treasurer is expected to take on this position for a minimum of three years, with a one year handing over period. An honorarium of \$800 per year will be paid to the treasurer, along with any additional expenses incurred.