



Position Description – ACLTA Treasurer

The position of Treasurer for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Treasurer shall hold office until the first biennial conference following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To be responsible for ACLTA association financials. ACLTA financials are transparent, and accounts payable require the authorisation of two executive members.

Key tasks

- Develop and manage annual budget
- Maintain up to date records for all transactions
- Association banking, accounts receivable and payable, and receipting.
- Use internet banking and Paypal to check for payments.
- Communicate with membership officer about current member payments.
- Liaise with accountant to complete tax returns and other legal obligations.
- Provide an annual financial report at the ACLTA annual general meeting.
- Attends executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator.
- Participate in discussions using the Wild Apricot forum.

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Achieved accreditation through ACLTA, having completed the ACLTA training framework or actively working towards this
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the Wild Apricot Management Portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings forfeits position on the executive