



Australian Alpaca  
ASSOCIATION

## **Regional Treasurer – Role and Responsibilities**

The Regional Treasurer has a watchdog role over the all financial aspects of the committee. The Treasurer is responsible for assisting the committee, by providing good financial management and advice, to fulfill all its responsibilities to the Association, Board and its members.

The Treasurer should:

- Be well informed of all financial activities of the committee
- Manage the day to day financial responsibilities for the committee of reporting, budgeting and appropriate accounts receivable and payable.
- Maintain the asset register
- Develop good relationships with association members and staff
- Be responsible for ensuring that records are kept up to date
- Protect the organisation from fraud and theft
- Have a good knowledge of the committee constitution and rules.
- Work collaboratively with other committee, board members and association members.
- Check that for financial purposes dealings are done within the delegated powers
- Work with the committee to ensure that goals and relevant strategic and business plans are developed and reached
- Communicate with members, the Board and National Office
- Work with other committees, the board and the organisations that are relevant to the goals of the committee to achieve the best outcomes for the association and its members.