



# Volunteer Ambulance Officers Association of Tasmania Incorporated

ABN 49 452 275 349

[www.tasmanianambulancevolunteers.asn.au](http://www.tasmanianambulancevolunteers.asn.au)

*Our Vision: Improved representation and support of Volunteer Ambulance Officers in  
Tasmania, to maximise patient care outcomes*

## VAOAT BOARD POSITION DESCRIPTION

### TREASURER

The Treasurer is appointed for a fixed term from one Annual General Meeting (AGM) until the next. A Treasurer may continue to nominate themselves for the same or other positions on the Board prior to each AGM, but should not hold more than one Executive position.

Revisions of this Position Description are to be approved at a Board Meeting.

The Treasurer is an Executive Officer of the VAOAT as determined in composition of the Board in the VAOAT Constitution.

The person holding this position must:

- Be a current financial member of the VAOAT
- Abide by the VAOAT Constitution and role obligations as identified in the VAOAT Constitution
- Abide by the Code of Conduct
- Liaise with members, and represent the policies and interest of the Association
- Regularly check for emails from the VAOAT Board members (minimum weekly) and respond where requested
- Advise the VAOAT Executive if absent for more than two weeks

#### **Responsibilities related to Meetings and sub-committees**

- Attend Executive Meetings
- Attend Board Meetings and take directions as a Director of the VAOAT
- Attend General and Special Meetings
- Be proactive in assisting, and willing to undertake projects of the VAOAT-as required, including convening sub-committee meetings

#### **Responsibilities related to VAOAT members**

- Receive all monies paid to VAOAT and issue receipts
- Maintain the register of current members in accordance with the VAOAT Constitution including adding new members and removal of non-financial members
- Send out annual membership reminders
- Post membership card on receipt of payment for memberships

#### **Responsibilities related to financial obligations**

- Keep accurate financial records – computer & hard copy
- Arrange for prompt payment of accounts
- Deposit all monies into our account as soon as practicable
- Prepare & submit quarterly BAS to Australian Taxation Office
- Prepare all required documents for annual audit and liaise with Official Auditor as required
- Prepare quarterly statement for VAOAT meetings, with copies distributed
- Maintain the Asset register including issuing of assets and returning of assets from Board members.

*VAOAT Cares... communication, advocacy, representation and support*

- Promptly ensuring bank is updated for changes in bank signatories and credit cards are cancelled/returned/issued in a timely manner.

**Financial Delegation**

- This position has a financial delegation assigned
- This position is required to be a bank signatory
- This position may hold a credit card in the name of the VAOAT

This Position Description was approved at the Board Meeting held on 27 March 2021 and must be read in conjunction with the obligations, requirements under the Constitution.

Signed:



President



Secretary