

Our values:

Leading: We advocate for equity and influence for positive change.

Linking: We collaborate with purpose and support each other's wellbeing.

Learning: We learn together to build our individual and collective capability.



Roles and Responsibilities

Treasurer

The treasurer is a member of the Executive/Management Committee. The treasurer is elected to the Executive/Management Committee for a period of two years and is eligible to serve for a maximum period of three consecutive, two-year terms in office. The treasurer is any financial Ordinary Member, Aspirant Member, or Life Member of the Association.

The treasurer is responsible for the management of the financial affairs of the Association and reports to the Executive/Management Committee.

From the Constitution:

Relevant to the position of treasurer

32. Business to be conducted at Annual General Meeting

32.1 The following business must be conducted at each Annual General Meeting of the Association:

- (a) receiving the Association's financial statement, and audit report, for the previous reportable financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing as needed, in accordance with the terms of office, members of the Executive, Executive/Management Committee and Regional Councillors; and
- (d) appointing an auditor or an accountant for the present financial year.

43. Funds and accounts

43.1 The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Executive/Management Committee.

43.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.

43.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.

43.4 A payment by the Association of \$100 or more must be made by Association debit card or electronic funds transfer by two approved signatories.

43.5 A record of expenditure must be **approved** or ratified at an Executive/Management Committee meeting.

44. General financial matters

44.1 On behalf of the Executive/Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its previous reportable financial year is prepared.

44.2 The income and property of the Association must be used solely in promoting the Association's Objects and exercising the Association's powers.

46. Financial year

46.1 The end date of the Association's financial year is 30th September in each year.

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Responsibilities:

Leading

- Demonstrates knowledge and understanding of the Association's Constitution and the impact of such in relation to the financial and reporting responsibilities of treasurer
- Supports the strategic direction of the Association and manages the budget implications of such
- Maintains accurate, up-to-date financial records and documents pertaining to the Association
- Maintains an audit trail of all transactions, provides the auditor with all documents in a timely manner to finalise the end of financial year reporting and preparation of financial statement and audit for presentation at the AGM in November
- Submits a financial report to the Executive/Management Committee at each meeting for acceptance, ratification/approval of payments, inclusive of the current financial status of all accounts
- Ensure the Association complies with all tax regulations, such as GST, BAS lodgement
- Maintain a yearly timeline of events including spending commitments, annual payments e.g., insurance, commitments not identified within the budget
- Develops and reviews an annual operational budget, aligned to the strategic direction of the Association in collaboration with Executive/Management Committee.

Linking

- Maintains an open and honest dialogue with the president understanding the responsibilities, expectations and reporting obligations of the role; requesting assistance if required
- Responds in a timely manner to the financial requests and communications from members, persons and organisations external to the Association
- Communicates with the president, chairperson of conference committee, state councillor or member responsible for the timely submission of financial documents from them (receipts, invoices, grant applications, etc.) pertaining to activities of the Association
- Liaise with the secretary and business manager to ensure new members are presented to the Executive /Management Committee meetings
- Attends all meetings (face to face or online), if unable to attend for emergency reasons, sends the Treasurer's report to the President for inclusion at the meeting
- Submits in a timely manner, the end of financial year returns to the auditor for preparation of financial statement and audit
- Collaborates with the Executive to ensure the end of year return is submitted to the Office of Fair Trading in a timely manner.

Learning

- Promotes and budgets for members' capability development opportunities that are responsive to the needs of members
- Inspire, support and assist in the development of the next generation of special education leaders through targeted professional learning opportunities, mentoring and meaningful networking.

Resource Provisions:

The treasurer of the Association will be provided with:

- a QASEL email account to be used for all QASEL correspondence
- access to the Business Manager
- access to additional administration support as required
- financial reimbursement for incurred costs e.g., photocopying, postage

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- QASEL Website access
- access to QASEL Constitution, strategic documents, etc.
- role and responsibilities statement

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