



The Teachers' Guild of New South Wales

Established 1892

Doceo ut discam: I teach, that I may learn

ACN 000 011 138 ABN 35 000 011 138

22 February 2019

HONORARY TREASURER

ROLE DESCRIPTION - TEACHERS' GUILD OF NEW SOUTH WALES

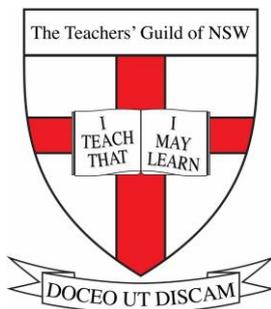
The Honorary Treasurer will be responsible for the financial supervision of the Teachers' Guild of New South Wales. The Treasurer is responsible to regularly report on the Guild financial status at the Council meetings and to the Guild members during the Annual General Meeting.

Responsibilities

- In consultation with the Council, to prepare the annual budget, reflecting anticipated income and expenditure of the Guild during the forthcoming calendar year;
- To maintain detailed and accurate records of all income and expenditure in a format acceptable to the Guild's accountant for the time being,
- To present to each meeting of the Council a statement of the Guild's current financial situation, including liquidity, and to advise Council concerning expenditure and the timing of expenditure;
- To be one of the signatories to each Guild bank account;
- To issue receipts, or cause receipts to be issued, in relation to all cash payments, to safeguard such cash payments, and to ensure that all cash is deposited into the bank as soon as possible;
- To prepare payment for all verified invoices and other liabilities of the Guild as approved by the Council, and to ensure that such payments are made in a timely fashion;
- To attend to general banking activities for the Guild, including depositing payments, balancing bank statements and alerting Council to other banking business as needed; and where a second signatory is required, ensuring that other banking matters are attended to in a timely fashion;
- In consultation with the Council, to ensure that the Guild's insurances are maintained and paid promptly, and to alert Council to any insurance-related matters in a timely fashion;



PO Box 649 Moorebank NSW 1875
Website: www.teachersguild.nsw.edu.au
Facebook: www.facebook.com/TeachersGuildofNSW
Twitter: @TGNSW



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- In consultation with the President, to ensure that the Guild's PO box is regularly cleared and mail appropriately distributed or dealt with;
- In consultation with the Membership Officer, to maintain detailed, accurate and up to date membership payment records for the Guild, and in particular to monitor and record all subscriptions received for membership renewal or event registrations;
- In consultation with the Honorary Secretary or other person responsible for any Guild activity, to monitor all payments, to alert Council to non-payments or other problems, and to issue tax invoices as required;
- To liaise with the Guild's accountant for the time being concerning the annual accounts and audit, to prepare and present all records as may be required by the accountant, and to ensure that the accounts, fully audited, are available in good time for the Annual General Meeting.



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Website: www.teachersguild.nsw.edu.au
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Twitter: @TGNSW