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**Treasurer - Role Description (VCC)**

The VCC Treasurer is an office bearer of the VCC and a member of the VCC Standing Committee (VCC Constitution, Clause 20.2) which meets monthly.

The Treasurer is appointed by the Standing Committee (VCC Constitution, Clause 10.12) for a term of two years, and may be re-appointed for further terms.

The Treasurer works closely with the VCC Executive Officer and Administrative Assistant.

The specific responsibilities of the role of the Treasurer are outlined below and requires about 10 hours commitment per month. This is a voluntary role.

**Responsibilities**

1. Chair the VCC Finance Committee, which plays an essential role in ensuring the financial sustainability and ongoing viability of the VCC.
2. Review monthly financial reports, assessing alignment with strategic plans; interpret financial information and present them to the monthly Standing Committee meetings.
3. Be the custodian of Financial Management policies and procedures of VCC.
4. Identify any financial risks and advise the Standing Committee.
5. Be a signatory for all bank and investment accounts of VCC and hence approve all bank payments.
6. Prepare the proposed annual budget and underlying assumptions prior to presentation to the Standing Committee, and AGM.
7. Monitor and manage the investment portfolio of VCC.
8. Review the annual insurance policy with the broker.
9. Engage the external auditor and oversee the preparation of the audited annual financial statements as per relevant accounting standards prior to their submission to the AGM.
10. Implement any financial audit recommendations.

/Users/sandyboyce/Documents/VCC Treasurer - Role Description.docx April 2025