

NEW ZEALAND ASSOCIATION OF OCCUPATIONAL THERAPISTS (INC)

ROLE DESCRIPTION

ROLE TITLE: Treasurer

ROLE SUMMARY:

- The Treasurer guides the overall financial strategy.
- To perform the duties of an elected Council member of NZAOT, with particular responsibility for the office of Treasurer.
- To be responsible for the financial affairs of the Association subject to the provisions of the Rules.
- **Contribute to the development and delivery of the NZAOT's strategic and business plans.**
- The Treasurer is expected to have an understanding of the main themes and issues of all the portfolios and other offices.
- To prepare, in consultation with Council and Executive Director, and present an annual budget to Association members.
- Monitor the expenditure of the Association against the annual budget.
- The Treasurer is the preferred co-signatory to all major contracts entered into by the NZAOT and in respect of all major disbursements.
- The Treasurer can nominate a signatory from the approved signatory list under exceptional circumstances.
- **Council members are expected to attend and support Local Area Networks, as able, using these as an important forum for two-way communication between Council and members.**

A. **GENERIC TASKS**

1. **Attendance at meetings:**

- 1.1 The Treasurer is expected to attend regular Council meetings or meetings called at short notice either in person or by audio conference.
- 1.2 The Treasurer is to report to Council: activity and issues pertaining to their office at regular meetings of Council.
- 1.3 The Treasurer is expected to attend regular Operations Committee meetings or meetings called at short notice either in person or by audio conference.

2. **Interface with Executive Director:**

- 2.1 Regular liaison will occur with the Executive Director, to ensure that there is free flowing communication.**
- 2.2 The Executive Director will co-ordinate communication between the Treasurer across portfolios when more than one portfolio is involved.**
- 2.3 The Executive Director operationalises the financial strategy, with consultation and guidance from the Treasurer.

3. Interface with Operations Committee:

- 3.1 Financial decisions requiring consideration by full Council will be deferred to a full Council meeting.
- 3.2 The Operations Committee has powers and duties devolved by Council and will address urgent and ongoing matters of the Association, and make decisions accordingly, which will then be communicated to Council and/or relevant Council members.
- 3.3 The Operations Committee or Council will approve expenditure related to the portfolios.
- 3.4 The Operations Committee minutes will be included in Council meeting papers.

4. Interface with National Office:

- 4.1 Any administrative support provided will be negotiated with the Executive Director.**
- 4.2 The Executive Director is the central information holder for relevant financial documents for the Association.**

Terms of Reference:

- 2.1 Rules of NZAOT
- 2.2 Regulations of NZAOT
- 2.3 Previous NZAOT budgets
- 2.4 NZAOT Financial Management (National Office Manual)

? Ratified September 2003