



## Gallipoli Barracks Community Centre

### TERMS OF AGREEMENT FOR VICE TREASURER

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**(Name of Vice Treasurer)**

I agree as the Vice Treasurer I have responsibility for managing the finances and am expected to provide regular financial reports to the committee and ensure that the financial records are accurate.

I am also responsible to carry out the duties of the Treasurer as listed below and filling in as the Treasurer, in their absence:

#### **Governance**

- Ensure the committee understands its financial obligations;
- Protect the organisation against fraud and theft, ensuring safe custody of money, and prompt banking;
- Ensure the organisation complies with tax regulations, such as GST and payroll tax;
- Keep controls on income and expenditure; and
- Keep committee members informed of the financial position of the organisation.

#### **Planning**

- Assist the committee develop and implement a strategic plan for the organisation;
- Develop budgets for current and new projects; and
- Advise the committee on financial strategy – outlining current financial situation, tax implications, and potential risks or opportunities.

#### **Meetings**

- Prepare and present financial statements at all meetings; and
- Address agenda items relating to finance.

#### **Financial Administration**

- Monitor all the financial processes, including income and expenditure of the organisation;
- Ensure all bank accounts and signatories are correct and update the bank account register as necessary;
- Check details of credit card or spending authorisations and organise the return of outstanding cheque books or cards;
- Sign time sheets, produce pay slips and pay paid employees in a timely manner via an accounting system;
- Review all internal processes and reporting methods at least annually;
- Make payments and bank deposits;
- Manage the budget;
- Represent the organisation on funding applications; and
- Maintain custody of all securities, books and documents of a financial nature.

#### **Other**

- I am fully committed and dedicated to the purpose, vision and objectives of the organisation;
- I will devote time and energy to the role, connect with a range of staff, invest in keeping the committee abreast of developments and cultivate meaningful external relationships and networks;
- If I am unable to attend any meeting I agree to give the maximum notice possible;
- In the event that I must resign, I agree to give notice in writing to the committee; and
- I am aware that I can be expelled from the management committee should I not be compliant in accordance with the Constitution.

**Declaration**

- I have read, understand and agree to abide by the terms of this agreement;
- I have a statutory duty to safeguard the organisation's interests; and
- I will carry out my role to the best of my ability.

<b>Signature:</b>	<b>Date:</b>
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