



VOLUNTEER ROLE SPECIFIC STATEMENT

Role Title: **TREASURER**

YOUR OPPORTUNITY:

You will have the opportunity to support your rural fire brigade by taking responsibility for ensuring that the brigade's finances are managed appropriately.

PEOPLE WHO ARE PERFORMING THE ROLE SHOULD BE:

- Community minded.
- Able to work well with other people as part of a team.
- Well organised and ethical.

ARE YOU THE RIGHT PERSON FOR THE ROLE?

Mandatory Requirements:

- Eligible to apply for, or hold a Blue Card.
- An Australian Citizen or Resident, or working legally in Australia.

Highly Desirable Requirements:

- You need to have time available to adequately perform all of the functions of the role.
- You need to have been an active member of the brigade for at least two years.
- You need to have a genuine interest in voluntary community work in general and the objectives of the brigade in particular.
- You need to have the ability to develop and support appropriate budgetary, financial and administrative processes to ensure the effective financial management of the brigade.

YOUR DUTIES AND RESPONSIBILITIES:

- Payment of all brigade expenses.
- Receipting, recording and banking of all brigade funds including any donations made to the brigade.
- Management of the brigade petty cash system.
- Oversee brigade audit requirements.
- Recording of Goods and Services Tax (GST) and submitting Business Activity Statements (BAS).
- Providing financial reports at brigade meetings.
- Ensure that the one year and three year operational and budget plans are developed.

ADDITIONAL INFORMATION ABOUT THE ROLE:

- The Treasurer is part of the Brigade Management Committee, along with the First Officer, Chairperson and Secretary.
- The Treasurer is elected by the brigade members at an annual or biennial general meeting or at a special meeting in the case of a casual vacancy.
- The Treasurer should hold the position for a period of two years and is eligible for re-election.
- The Treasurer should familiarise themselves with, and follow the standards contained within the Code of Conduct for staff and volunteers.

HUMAN RIGHTS STATEMENT:

- The details provided within this role description is compatible with QFES' obligations in relation to the *Human Rights Act 2019* (HRA).