

QPLA Executive Board

POSITION DESCRIPTION

Position Title:	Treasurer
Type of Employment:	Voluntary
Classification:	Executive
Term	Two year term
Method of Appointment	By nomination
Eligible to Vote at Board Meetings?	Yes
Estimated Time Commitment	1-5 hours per week

QPLA

Queensland Public Libraries Association is an independent body made up of members from Rural and Independent Library services across the state.

QPLA works with Australian Public Library Alliance, the State Library of Queensland and other national bodies to ensure our public libraries grow and develop and remain anchored in the communities they serve. We use our website and other digital tools to maintain contact with our membership. QPLA's PD events and conferences provide access to high quality learning and networking experiences and as a member of the Board you will be involved in the planning, decision making and delivery of these events.

Role of Treasurer

The Treasurer is responsible for the financial management of the Association. A key component of this role is effective liaison with the business services provider for the organisation. The Treasurer is responsible for the financial governance and compliance of the Association.

Accountabilities include:

- maintain and share with a Board a current register of financial members
- keep and maintain an asset register for the association
- ensure the Association has the requisite insurance in place; that it is fit for purpose; and paid up
- perform the role of principal liaison with the Association's banking institution, auditor and book-keeper

- ensure that the accounting practices of the book-keeper are compliant with reporting governance and that all transactions across all accounts are transparent and reportable
- presentation of the Treasurer’s report at Board meetings and the AGM
- ensure all payments and deposits are itemised and approved
- provide monthly comparative report of budget and actual expenditure and revenue
- prepare and present financial statements to committee meetings and for the annual report
- to be responsible for the preparation of annual financial accounts for auditing, and provide the auditor with information as required
- being fully informed about the financial position of the association at all times
- to prepare budgets for the forthcoming year describing potential sources of income and expenditure
- be a signatory to and operate the Association’s bank accounts
- attend all QPLA meetings, including the AGM, either in person, or by teleconference
- attend QPLA Annual Conference and Professional Development events, undertaking any duties as requested by the QPLA Executive.

Organisational Relationships

