



Position Description- Treasurer

Updated 25th February 2014

Position Title:	OLMC Parents and Friends Treasurer
Purpose Of Position:	The Treasurer of Our Lady of Mount Carmel Parents and Friends Association (P&F Assoc.) accounts for and reports on the finances of the P &F Assoc.
Responsible To:	This position reports to the Parish Priest, the Principal and the P&F Assoc. Executive Committee. The Principal and the Parish Priest must endorse the nomination for the position of president, and the position must be voted on and selected by the majority of members at the Parents and Friends Annual General Meeting.
Responsible For :	The position holder is responsible for : <ul style="list-style-type: none"> • Receiving all monies and keeping accurate records of monies received. • Obtaining and keeping receipts for all monies paid by the P&F Assoc. . • Banking all monies received. • Presenting at each General Meeting a statement of accounts showing receipts and expenditure during the current term together with the current balance. • Present at the Annual General Meeting an audited statement of accounts. • Present at the Annual General meeting an anticipated set of accounts for the year ahead (as prepared by the Executive Committee) for approval or amendment by the members of the Association.
Tenure:	The Treasurer of the Parents and Friends committee may serve for three consecutive years. This is at the discretion of the Principal and Parish Priest.
Key Accountabilities:	The Treasurer will: <ul style="list-style-type: none"> • Keep accurate financial records of all receipts and expenditure • Issue receipts for all money received • Pay all accounts as authorized • Bank all money regularly • Keep the P&F Assoc. informed of the financial situation of the organisation • Arrange for an audited financial report for the Annual General Meeting • Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.

