

Role Description

Treasurer

Date Last Updated: 17 May 2016

Purpose of Position

Treasurer for Women Lawyers' Association of South Australia Inc and, where applicable, the Women Lawyers Committee (WLC) of the Law Society of South Australia (LSSA).

- Monitor and report on solvency of Association
- Engagement and oversight of administration assistant and other contractors (jointly with Secretary)
- Ensure membership records are kept up to date
- Keep financial records up to date (within 1 month)
- Handle and manage LSSA funds made available for use by the WLC
- Advise committee of potential grant or funding opportunities

Responsibilities of Position

1. Reporting

- Provides financial and treasurer report for Annual Report;
- Provides monthly financial report to each Committee Meeting as required by Rule 8.7 of the Association's Constitution;
- Prepares and monitors the Annual Budget.

2. Bank Account/Financials

- Manages and monitors bank account to enable reporting on solvency of organisation
- Balances & reconciles the bank account
- Handles incoming money for all categories of membership
- Handles any other incoming money including CPD or social events
- Handles all outgoing money including costs, disbursements and reimbursements
- Arranges payments and reimbursements for services rendered to WLASA and expenses incurred on behalf of WLASA
- Provides advice on membership and event payment methods
- Provides advice on affordability of proposed events, spends and donations
- Updates signatories on bank accounts and periodically as necessary
- Opens new bank accounts or other financial facilities as required
- Engages in all communications with banking institutions on behalf of the Association.

3. Membership

- Oversees the role of the administration assistant to include:



- Up to date membership list for all categories of membership
 - Assists with responding to Individual (Ordinary) Membership enquiries
 - Determines mailing lists for emails and invitations to Members, Past Members, WLASA Friends and other people as determined by the committee
 - Ensures the WLASA principal "admin" email account (admin@wlasa.org.au) is monitored by the administration assistant
 - Member of Member Benefits Sub-committee
- 4. AWL**
- Review of AWL's Capitation Fee policy
 - Calculation and payment of annual Capitation Fees to AWL

Key Relationships

WLASA Secretary

WLASA Corporate Member Liaison Officer

Individual Members

Australian Women Lawyers' South Australian Representative

WLASA Independent Contractors (eg, Administrative Assistant, Events Co-ordinator)

Documents

The following documents are maintained by the Treasurer:

- Membership and Mailing List Spreadsheet
- Income and expenses spreadsheet
- Budget

Role Description Approved By Committee

Signed by: Leah Marrone, President
Date: 23 May 2016