



Australian and New Zealand Society of Indexers

Treasurer

Role

1. Manage the federal funds of the Society
2. Manage the financial affairs of ANZSI Council
3. Prepare an annual budget and present it to Council for approval
4. Advise ANZSI Council on expenditure proposals
5. Ensure that the annual accounts are externally audited by a qualified auditor
6. Report to the annual general meeting on the financial affairs of the Society
7. Maintain a file of the Society's financial records

Duties

1. Manage the federal ANZSI bank accounts, term deposit account(s) and Merchant Banking credit card payment facility.
2. Collect all income due to the Society and ensure that it is processed in a timely fashion.
3. Process membership subscription fees and other appropriate fees in a timely fashion, checking that the correct amount has been paid.
4. In consultation with the Newsletter Editor issue invoices for advertisements in the *ANZSI Newsletter*.
5. Ensure that all accounts are valid and are paid on time.
6. Pay the commitments agreed to by ANZSI Council from time to time, such as establishment grants for new branches, per capita grants, payments to conference committees and so on.
7. Be an official signatory for finance-related documents of the Society.
8. Be a signatory for all financial transactions of the Society.
9. Ensure that official signatories for financial transactions are authorised by Council in accordance with the Constitution.
10. Facilitate and maintain procedures for convenient international transfer of funds.
11. Monitor ANZSI tax status annually, including GST.
12. Advise ANZSI Council on any expenditure proposals that may be raised.
13. Prepare regular financial reports for ANZSI Council.
14. Ensure the timely auditing of the Society's accounts as required by the Constitution.
15. Report to the annual general meeting on the financial affairs of the Society, including an externally audited statement of accounts.
16. Have custody of the Society's financial records and ensure that orderly files are maintained.

17. Ensure financial procedures are documented in order to facilitate handover of the office of Treasurer.

Reviewed May 2010