

Position Title: Treasurer

Date: February 2017

1. Summary

The Treasurer is a key role within the JSSG. The Treasurer manages the planning and tracking of the financial accounts of the JSSG, and is responsible for ensuring the integrity of the JSSG's financial accounts and that the process itself adheres to principles of good governance. The Treasurer organises and purchases end of year thank you gifts for staff who have assisted with JSSG functions during the year (Term 4), and organises Coffee Royal vouchers for World Teachers' Day (Term 4). The Treasurer assumes financial accountability for events within the remit of Treasurer.

2. JSSG Mandate

The Treasurer has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:

- *Fostering School community spirit by promoting communication between parents, the School and students*
 - *Supporting the management and staff of St Paul's*
 - *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
 - *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- Conducting a wide range of appropriate supporting activities*
Directing any funds raised from the above activities back to St Paul's Junior School

3. Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be required.

1. Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
2. Keep account and cash book for JSSG, recording receipts and payments as necessary.
3. Collect and pay money for the JSSG.
4. Bank all monies received as soon as possible.
5. Prepare a simple Statement of Receipts and Payments and current bank balance for each meeting.
6. Reconcile SPS Supporters' Association amounts.

7. Liaise with SPS Supporters' Association Treasurer.
8. Reconcile Flexischools information in JSSG Event Financial Information Forms with Flexischools data provided by the SPS Supporters' Association.
9. Authorise and submit to the SPS Supporters' Association (via the Retail Shop) EFTPOS requests for JSSG payments and reimbursements to volunteers.
10. Organise and purchase end of year gifts for staff who have assisted with JSSG functions during the year.
11. Organise Coffee Royal coffee/tea vouchers to thank JS Staff (teachers and admin) on World Teachers' Day in Term 4 (final Friday in October).
12. Assume financial accountability for events within the remit of Treasurer.

4. **Memberships**

Office Bearer must complete and submit a St Paul's School Volunteer Details form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.