



Australasian Rehabilitation Nurses' Association

Position Description - Treasurer

1. Provide the President with a budget for discussion and ratification at the Annual Strategic Planning Day or 1st November each year (whichever date is earliest).
2. Advise the Committee urgently of any excess expenditure from budget (10% on any specific item or \$2000 whichever is the greater amount).
3. Ensure that the financial management of ARNA accounts (as described in the budget) remain in good repute.
4. Ensure that ARNA meets deadlines for provision of Goods and Services Tax, Public registration, notification or liability or other state or federal laws or requirements are met.
5. Ensure Public Liability and Directors Insurance are paid (as directed by the National Committee).
6. Negotiate as required with ARNA's accountants.
7. Supervise or arrange supervision of receipt of monies at National Conference.
8. Ensure that each State Chapter:
 - a) Tables a financial report for the National Committee after 30th June each year
 - b) Maintains records of monies [including GST] paid and collected
 - c) Utilizes ARNA receipt books and remits same inspection by the National Committee each year

Garry A Fehring
30th June 2004

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