



Victoria Branch Treasurer - Position Description

Purpose of Position

- a) To manage the finances of both the Victoria Branch and Merchandise accounts.
- b) Provide regular reporting on both accounts of the financial position and recommending any action required to ensure income/expenditure is within the adopted Budget.
- c) Manage the transactions for all Victorian Regional Group accounts in Xero.
- d) To fulfil the role on the VIC Branch Committee this meets monthly between February and December, generally on the third Tuesday, from 2.00pm to approximately 5.00pm.
- e) Assist the Chairman in providing leadership to the Victoria Branch and the Regional Groups.

Governance

- a) Take a proactive role in the development and review of Victoria Branch Policies and Procedures.
- b) As a member of the Victoria Branch Committee ensure all decisions and actions of the committee are compliant with Order of Australia Association, Constitution, By Laws and Policies

Planning

Victoria Branch Policies

- a) Contribute to the development of Victoria Branch Policies and calendar of meetings and events.

National Policies

- a) As required, provide input to the Victoria Branch response to the development and/or review of national policies and procedures.

National Conference

- a) Assist the Victoria Branch Chair in the development of the Victoria Branch proposal for the holding of the National Conference scheduled to be held in Melbourne.

Finance

Victoria Branch

- a) Develop the Victoria Branch Annual Budget for presentation to the Victoria Branch Committee.
- b) Provide regular reports comparing year to date expenditure with the adopted budget together with reasons for any significant variances and recommended actions to meet budget amounts.
- c) Prepare the Victoria Branch End of Year Financial Statement, including Regional Group finances, for submission to the National Treasurer within the required timelines.



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- d) Prepare and submit the Victoria Branch End of Year Financial Statement to the Victoria Branch Annual General Meeting.
- e) Ensure decisions made by the committee are aimed at achieving the financial viability of the Victoria Branch in the long term.
- f) Monitor the Victoria Branch Term Deposit and take the necessary action to ensure the Branch maximises the returns from its investments.
- g) Act as signatory to the Victoria Branch Accounts, including the preparation of accounts for payment and take the necessary action to change signatories to accounts in accordance with Victoria Branch resolutions.
- h) In conjunction with the Victoria Branch Secretary ensure functions promoted using TryBooking are set to ensure such items as GST and banking details are correct.

Merchandise

- a) Raise invoices for merchandise sales and process credit card, PayPal and cheque payments.
- b) Prepare monthly report in conjunction with Merchandise subcommittee for presentation at Victoria Branch meeting
- c) Prepare mid-year and end of year reports and payments for National for their share of profit from Merchandise sales by June 30th and December 31st each year.
- d) Prepare End of Year Financial Statement.
- e) Act as signatory to the Merchandise Account including the preparation of accounts for payment and take the necessary action to change signatories to Vic Branch accounts.

Membership

- a) Ensure decisions of the Victoria Branch Committee have a focus on growth of membership through new members and retention of members.
- b) Increase awareness of the association in the community.

Meetings

Victoria Branch.

- a) Attend monthly Victoria Branch Committee meetings
- b) Provide monthly reports to the Victoria Branch Committee detailing the end of month financial position of both the Branch and Merchandise accounts.
- c) Stay informed about committee papers, prepare well for meetings and review and comment on minutes and reports where required.
- d) Attend Victoria Branch signature events including Inspiring Australians Oration, New Awardees reception and Annual Luncheon.

Regional Groups



- a) Attend, where possible, the three Regional Group Representatives meeting, held each year, as a representative of the Victoria Branch.
- b) Provide support and advice to Regional Groups to ensure they are able to complete their end of financial year report in the format required and within the timelines as set by the National Treasurer.

Committees

Sub committees

- a) Merchandise
 - Be a member of the Merchandise subcommittee to assist with Merchandise sales and particularly provide a regular financial summary to the Victoria Branch Committee detailing the income from sales, cost of sales, postage costs and any other income/costs.
 - Prepare both a mid-year and end of year financial report, on Merchandise activities, to present to national in accordance with the National Merchandise Agreement.
- b) Events
 - Liaise with the Events Committee to assist with the preparation and/or confirmation of the allocated budget for events and the monitoring of expenditure in line with the adopted budget.

Other

- a) Carry out other duties as directed by the Chairman or agreed by the Victoria Branch Committee

As approved 17th November