



THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) TREASURER DUTY STATEMENT

Preamble:

The following duties shall be discharged by the Office of Treasurer and their conduct in the governance of the Association. The Treasurer has the right to delegate any tasks to other Council Members, however, if the tasks include paid hours, a written agreement must be submitted to the Finance Manager. In no way shall any of these duties be interpreted to contravene the Constitution or SUPRA Regulations.

01: DEFINITIONS

- 01.01: 1) The Council is defined by the SUPRA Constitution.
- 01.01: 2) An Officer is defined by the SUPRA Constitution.
- 01.01: 3) Executive Office Bearers are defined by the SUPRA Constitution.
- 01.01: 4) The Treasurer is a member of the Executive elected by Council.

02: PRINCIPLES

- 02.01: 1) The Treasurer is responsible for representing postgraduate students and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds.
- 02.01: 2) The Treasurer will work actively to expand, advocate for, defend and preserve the rights and interests of the University's postgraduate students.
- 02.01: 3) The Treasurer will endeavour to ensure that their conduct is transparent and consultative.

03: RESPONSIBILITIES

- 03.01: 1) The Treasurer is the chairperson for the Finance Committee.
- 03.01: 2) The Treasurer is responsible for assisting the Financial Manager of the Association in the preparation and maintenance of the financial records of the Association.
- 03.01: 3) The Treasurer is responsible for representing the views of Council.

04: DUTIES

04.01: Treasurer

- 04.01: 1) The Treasurer must prepare an annual budget for the Association in consultation with the Management Committee.
- 04.01: 2) The Treasurer must present a written or verbal report to the Management Committee at each meeting, which outlines the current state of the budget of the Association including a copy of current expenditure in relation to the budget.
- 04.01: 3) The Treasurer must present a financial report, including a cash flow balance sheet to each Council meeting.
- 04.01: 4) In collaboration with the Financial Manager and President, the Treasurer must develop and present an annual audit and report for the Association's Annual General Meeting.
- 04.01: 5) The Treasurer must meet on a needs basis with the Financial Manager and President regarding financial issues.

04.02: Chairperson of the Finance Committee

- 04.02: 1) As the chairperson of the Finance Committee, the Treasurer is responsible for economic modelling, budget planning and scheduling, quarterly reviews of the budget, and preparation of the annual budget.
- 04.02: 2) The Treasurer also has a role to facilitate effective meetings of the Finance Committee, and this capacity of Chairperson extends to all meetings of this Subcommittee and relevant Working Parties.
- 04.02: 3) The Treasurer must ensure that the Finance Committee be convened at least four (4) times per year.

04.03: Member of Council

- 04.03: 1) The Treasurer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

01.01: Member of the Executive

- 01.01: 5) The Treasurer is a member of the Executive, which is part of the collective leadership for Council, ensuring oversight over the Association's democratic institution and the Association's administration.

01.02: Office Bearer

- 01.01: 6) As an Officer, the Treasurer contributes to the day-to-day operations of SUPRA at monthly management committee meetings

01.01: 7) The Treasurer should seek to build a good relationship with staff and other office-bearers, and act, along with other office-bearers, as a liaison between Staff and Council.

01.03: Education Officer Handover

04.03: 2) The Treasurer is responsible for the handover process to the succeeding Education Officer including providing written guidelines, materials and discussion time, to ensure the smooth handover of roles and duties into the new Council term.

05: REPORTING

05.01: 1) The Treasurer must ensure that a thorough written report of tasks undertaken is presented at Council every month. The report must include details about the following:

- 1.a) meetings attended, including an overview of any matters discussed of importance to postgraduate students;
- 1.b) important items of correspondence;
- 1.c) any press releases produced;
- 1.d) major actions being undertaken;
- 1.e) campaigns initiated/progress of ongoing campaigns;
- 1.f) lobbying being undertaken by the Treasurer on behalf of the Association;
- 1.g) a progress report on the previous month's work plan;
- 1.h) other representative activities; and
- 1.i) number of hours worked in the previous month.

05.01: 2) As an Office Bearer, the Treasurer must ensure that a thorough annual report of their activities in office is duly submitted to the Annual General Meeting.

06: INDUCTION

06.01: 1) All Executive, including the Treasurer, are required to attend a compulsory Executive Induction, sign a form stating that they have completed this training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.

06.01: 2) All members of Council, including office holders such as the Treasurer, are required to attend a compulsory Council Induction, sign a form stating that they have completed the training, and return the signed form to the Secretary by August's meeting of Council, or the first meeting of Council after their appointment.

06.01: 3) All members of Council, including the Treasurer, must sign a disclaimer stating they understand the risks and responsibilities of working in an unincorporated association within a month of their appointment. They must return this form to the Secretary before the first meeting of Council.

- 06.01: 4) When a new Treasurer is elected, the incumbent Treasurer will be responsible for the induction process. This will include responsibility for ensuring that the incoming Officer is aware of the following:
- 4.a) the day-to-day administrative arrangements within SUPRA;
 - 4.b) how to carry out the specific duties of the Treasurer's role;
 - 4.c) policies and sections of the constitution which pertain to Officers;
 - 4.d) the role of staff within the organisation;
 - 4.e) the progress of ongoing campaigns, lobbying or activities; and
 - 4.f) any operational or strategic plans set by Council.