



Sydney University Postgraduate Representative Association

Duty Statement

| | |
|------------|--|
| Position | Treasurer |
| Principles | <ol style="list-style-type: none">1. The Treasurer is responsible for representing postgraduate students and advocating on their behalf, especially with regards to students from diverse and marginalised backgrounds.2. The Treasurer will work actively to expand, advocate for, defend and preserve the rights and interests of the University's postgraduate students.3. The Treasurer will endeavour to ensure that their conduct is transparent and consultative. |
| Key Roles | <ol style="list-style-type: none">1. The Treasurer is a member of the Executive elected by Council. |

1. Overview

The following outlines the duties to be discharged by the Office of the Treasurer and their role in the governance of the Association. The Treasurer has the right to delegate any tasks to other Councillors. However, if the tasks include paid hours, a written agreement must be submitted to the Finance Manager. No duties shall be interpreted so as to contravene the Constitution or SUPRA Policy Manual.

2. Key responsibilities

- 2.1 The Treasurer is the Chairperson of the Finance Committee.
- 2.2 The Treasurer is responsible for assisting the Finance Manager of the Association in the preparation and maintenance of the financial records of the Association.
- 2.3 The Treasurer is responsible for representing the views of Council.

3. Specific position duties

3.1 Treasurer

- 3.1.1 The Treasurer must prepare an annual budget for the Association in collaboration with the Finance Manager and in consultation with the Management Committee.
- 3.1.2 The Treasurer must present a 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.
- 3.1.3 The Treasurer must present a written financial report, including a cash flow balance sheet to each Council meeting.
- 3.1.4 In collaboration with the Finance Manager and President, the Treasurer must arrange and present an annual auditor's report for the Association's Annual General Meeting.
- 3.1.5 The Treasurer must meet on an as needed basis with the Finance Manager and the President regarding financial issues.

3.2 Chairperson of the Finance Committee

- 3.2.1 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.
- 3.2.2 The Treasurer is responsible for facilitating effective meetings of the Finance Committee and relevant Working Groups.
- 3.2.3 The Treasurer must ensure that the Finance Committee is convened at least four (4) times per year.

3.3 Member of the Council

- 3.3.1 The Treasurer must fulfil their responsibilities and duties as a Councillor as stipulated in the SUPRA Constitution.

3.4 Member of the Executive

3.4.1 The Treasurer is a member of the Executive, which is part of the collective leadership of Council and ensures oversight over the Association's democratic institution and the Association's administration.

3.5 Office Bearer

3.5.1 As an Office Bearer, the Treasurer contributes to the day-to-day operations of SUPRA at monthly Management Committee meetings.

3.5.2 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.

3.6 Treasurer Office Handover

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

4. Reporting

4.1 The Treasurer must submit a written Office Bearer Report in the prescribed form set out in the SUPRA Policy Manual to the Council Meeting every month. The report must include details about the following tasks undertaken in the role:

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

4.2 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.

5. Induction

- 5.1 All Executive members, 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.
- 5.2 All members of Council, including Office Bearers 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.
- 5.3 All members of Council, including the Treasurer, must sign a disclaimer within a month of their appointment stating they understand the risks and responsibilities of working in an unincorporated association. They must return this form to the Secretary before their first meeting of Council.
- 5.4 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 Treasurer is aware of the following:
 - (a) the day-to-day administrative arrangements within SUPRA;
 - (b) how to carry out the specific duties of the Treasurer's role;
 - (c) policies and sections of the Constitution which pertain to Office Bearers;
 - (d) the role of staff within the organisation;
 - (e) the progress of ongoing campaigns, lobbying or activities; and
 - (f) any operational or strategic plans set by Council.

6. Shared Offices

- 6.1 Where Councillors have been appointed to jointly share this Office, through negotiation they must agree on which joint holder of the Office will be taking primary responsibility for each of the duties set out in this duty statement.
- 6.2 Joint Office holders are required to present an annotated copy of this duty statement which clearly shows which of the joint Office bearers is taking primary responsibility for each of the duties to the first Council meeting after they take joint office.
- 6.3 Within seven (7) days of the annotated duty statement being presented to Council for ratification, the joint Office bearers must provide a copy of the annotated duty statement to the President for distribution to staff.

- 6.4 Any changes to the division of duties during the term of Office must be presented to the next Meeting of Council for ratification and advised to staff as set out above.