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| **MNZ Executive Committee Job Description:** | **Treasurer** |
| **Hours per week:** | **4 hours** |
| **Responsibilities:**   * Sit on the MNZ Executive Committee. * Understand reading financial statements and budget comparisons * Be familiar with Xero or relevant accounting software. * Submit monthly financial statement (prepared by the Finance Administrator) of the financial affairs for each meeting. * Provide financial statements of performance of that year’s Conference by 31 October each * year. Submit to Executive, past Conference Committee and new Conference Committee. * Collate annual financial records (prepared by Finance Administrator) for review/audit by 15 May biennially or each year if required. * Liaise with Accountant for Review Report / Audit and complete control questionnaire if required. * Submit a reviewed/audited statement (prepared by the Finance Administrator and reviewed/audited by an Accountant) of the financial affairs at the AGM. * Provide financial guidance to Finance Administrator regarding MNZ’s current and planned activities for preparation of Budget and/or forecasts. * Oversee the Finance Administrator | |
| **All Executive Committee Members:**   * Must attend at least 80% of the total number of annual Executive Committee meetings to fulfil * job description. * Must have access to email and Skype/Zoom. * Must read and respond to Executive Committee email correspondence promptly. * Must include President, Vice President, Executive Administrator plus all other relevant roles/persons into all emails to provide good information sharing within the team. * Must be a good team player and only work on projects agreed upon by the Executive Committee/organisation. Provide regular progress updates and work cohesively with the whole team * May have to contribute a report for each publication of the MNZ Magazine (in conjunction with the Finance Administrator) and ensure it is sent to the Executive Administrator by deadline. * Should submit Agenda items to Executive Administrator one week before each Executive * Committee meeting. * Pre-approval for all expenditure must be gained by the Executive Committee. Full charges may be applied if no pre-approval gained and expenditure deemed as unnecessary by Executive Committee. * Send expenses to the Accounts, including all receipts and invoices and cc. Executive Administrator. * Must write an annual report for the AGM. (In conjunction with the Finance Administrator). * Must adhere to the MNZ Code of Conduct for all Serving members. * Facilitate handover of role to new Executive member. * Provide input and make governance decisions in relation to the implementation of the organisation’s Strategic Plan. * If terminating this role prior to the full term of the position, one months’ written notice must be received by the President or the Executive Administrator. | |