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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
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| **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.
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