



Position Description – ACLTA Treasurer

The position of Treasurer for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Treasurer shall hold office until for a two year tenure following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To oversee the associations financial affairs and ensure adherence to all legal accounting practices.
- To ensure all accounting is conducted in an open and transparent manner

Key Tasks

- Develop-an annual budget in consultation with the executive
- Use Internet Banking and Paypal to check for payments and issue receipts
- Pay all accounts promptly, ensuring authorization by a second executive member
- Maintain up to date records of all transactions
- Supply financial reports at each executive meeting
- Provide an annual financial report at the ACLTA annual general meeting.
- Communicate with membership officer about current member payments.
- Attend executive and other relevant meetings as required and act on allocatedtasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator.

Association of Child Life Therapists Australia Essential Criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the website management portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive