

POSITION DESCRIPTION

POSITION TITLE: Treasurer Portfolio

TERM: Nominated Position. Confirmed at the first meeting of each year

DATE OF LAST REVISION: 04 April 2025

Outline

The Treasurer Portfolio member is responsible for overseeing the financial management of AAEE to ensure its financial sustainability and compliance with financial regulations, enabling the association to achieve its Mission and Purpose. The Treasurer plays a strategic role in financial decision-making and ensures transparency in financial matters.

1. Liaise with Engineers Australia (EA) regarding financial matters, including reviewing transactions and providing necessary approvals.
 2. Provide financial updates and insights to the Executive Committee.
 3. Submit and present financial reports for the Annual General Meeting (AGM).
 4. Track and analyse the financial performance of AAEE's activities and provide financial advice.
 5. Work with the Executive Committee to develop and manage AAEE's annual budget, ensuring financial sustainability.
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ACTIVITIES

Regular occurrence throughout the year

- Liaise with the Technical Societies Finance Officer (TSFO) from EA, who regularly sends payment batches for approval (e.g. reimbursements). These need to be reviewed and approved promptly.
- Analyse financial records in a structured manner that clearly identifies income, expenses, and overall financial performance.
- At every executive meeting, present an update of the current finances, and guidance as to how estimates of the budget's revenue and expenditure are tracking.

January

- Work with the President to develop a budget for the new year.
- Work with the TSFO, Awards and Grants coordinators to ensure the payments of monies to the recipients.

February

- Present the budget and financial reports at the first AAEE Executive Committee meeting.

August

- Request and review financial statements from the TSFO for the financial year that just ended.

September

- Review and sign off on the audit report provided by the TSFO.

October

- Work with the President to create a budget for the next financial year to be approved by the executive committee at the next meeting.

November

- Request the most up-to-date financial statements from the TSFO.
- Prepare the relevant financial materials to be submitted to the AGM.

December

- Present the relevant financial report at the AGM.
- Prepare discussion points regarding financial matters for the Executive Committee meeting.

DOCUMENTATION

The AAEE file depository should contain a history of de-identified transaction data, end-of-financial-year statements, and any other materials submitted to the AGM. The Treasurer is responsible for ensuring financial records are accurately maintained and archived appropriately for future reference.

REVISION HISTORY

V1_2 04042025 Original Version Approved by Executive Committee