



## Position Description: Treasurer, Brisbane Chorale Inc.

### 1. DETAILED JOB DESCRIPTION

**Position Title:** Treasurer

**Reporting To:** President  
Management Committee

**Salary:** Nil - service is voluntary

**Conditions:** Elected for one (1) year with possibility of re-election for a further five (5) years  
The position is part-time and the hours are variable

**Location:** Based in Brisbane  
May require occasional interstate or international travel

### 2. PURPOSE OF THE POSITION

The treasurer, on behalf of, and in consultation with, the management committee, and in accordance with the relevant association rules and legislative requirements, maintains and manages the financial operations of Brisbane Chorale Inc. The treasurer may be required to undertake other tasks and activities as required by Brisbane Chorale Inc. from time to time.

### 3. RESPONSIBILITIES AND DUTIES

#### 3.1 ARTISTIC CONTRIBUTION

- Nil

#### 3.2 ADMINISTRATIVE CONTRIBUTION

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- Manage all banking and financial accounts and related matters and activities, including reconciliations, grant funding and donations.
- Oversight reporting to Office of Fair Trading and Australian Charities and Not-for-profits Commission (ACNC).
- Manage annual insurance renewals.
- Maintain the financial records of Brisbane Chorale Inc.
- Manage the income and expenditure of Brisbane Chorale Inc. and prepare financial statements and budgets for annual reporting, and as may be required by the management committee.
- Create an annual budget (by the end of the current financial year for the following financial year) and production budgets, with input from appropriate members.
- Receive, track and follow-up outstanding membership subscriptions.
- Track special asset accounts and maintain a register of assets.
- To be prepared for, and to attend, management committee meetings as a voting elected member.

#### 3.3 CONTRIBUTION TO STRATEGIC OUTCOMES

**Brisbane Chorale Inc.**  
PO Box 5932 West End Qld 4101  
0491 158 916  
[contact@brisbanechorale.org.au](mailto:contact@brisbanechorale.org.au)  
[www.brisbanechorale.org.au](http://www.brisbanechorale.org.au)

Treasurer Position Description  
Brisbane Chorale Inc. v2.1

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

- To promote the association's strategic plan and ensure the achievement of the association's strategic activities to guide future growth and development.
- To assist any member needing financial assistance on any association project.

#### 4. EDUCATION & EXPERIENCE

Essential	Desirable
Nil identified	Ability to use word processing applications, e.g. Microsoft Word
	Ability to use spreadsheet applications, e.g. Microsoft Excel
	Ability to gain an understanding of applicable legislation
	Ability to use, or gain the ability to use, accounting software.
	Have skills and qualifications appropriate to the role

#### 5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
Nil identified	Organisational skills
	Communication skills
	Display an attitude of enthusiasm, cooperation, hard work and loyalty

#### 6. RELATIONSHIPS

With	Purpose
1. President	To inform of any current or potential financial issues
2. Management Committee	To attend and participate in the management committee To liaise with members in the preparation of annual and production budgets To seek approval for all budgets and expenditure beyond approved budgets
3. Members	To collect, and follow-up if required, outstanding annual membership fees To provide annual report of association's financial health and audited statements
4. External relationships	To negotiate best market rates for association investments and accounts To complete payment, annual report and statements to Office of Fair Trading To complete Annual Information Statement and reporting requirements to ACNC To pay ANCA (Australian National Choral Association) fees and review, negotiate and pay associated insurances To prepare documentation for, and seek, an annual audit.

Approved by Brisbane Chorale Inc. Management Committee on 8 January 2020.



Brisbane  
Chorale

Last reviewed on 18 January 2020.

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Treasurer Position Description  
Brisbane Chorale Inc. v2.1