



## **Victoria Branch Treasurer - Position Description**

### **Purpose of Position**

- a) To manage the finances of the Victoria Branch including OAA Merchandise accounts using Xero.
- b) Provide regular reporting on both accounts of the financial position and recommend any action required to ensure income/expenditure is within the adopted Budget.
- c) Oversee the bank feeds set up for Victorian Regional Group accounts in to Xero. The thirteen (13) Regional Groups manage their income and expenditure transactions including banking monies and paying invoices.
- d) The Victoria Branch Committee meeting dates for 2022 are a mix of five (5) virtual and three (3) face-to-face in Melbourne CBD as per the attached Meeting and Event Schedule.

### **Governance**

- a) As a member of the Victoria Branch Committee ensure all decisions and actions of the committee are compliant with Order of Australia Association Constitution, By Laws and Policies

### **Planning**

#### **National Policies**

- a) As required, Victoria Branch committee has the opportunity to provide feedback on national policies and procedures.

#### **National Conference**

- a) As a member of the Victoria Branch committee oversee the budget for the National Conference scheduled to be held in Victoria May 2023.

### **Finance Victoria Branch**

- a) Develop the Victoria Branch Annual Budget in conjunctions with committee members for presentation to the Victoria Branch Committee ideally for sign off at the November meeting.
- b) Prepare the Victoria Branch End of Year Financial Statement, including Regional Group finances, for submission to the National Treasurer within the required timelines. Financial year is same as calendar year.
- c) Prepare and submit the Victoria Branch End of Year Financial Statement to the Victoria Branch Annual General Meeting in March.
- d) Ensure decisions made by the committee are aimed at achieving the financial viability of the Victoria Branch in the long term.
- e) Monitor the Victoria Branch Term Deposit and take the necessary action to ensure the Branch maximises return on investments.
- f) Act as signatory to the Victoria Branch Accounts, including the preparation of accounts for payment and take the necessary action to change signatories to accounts in accordance with Victoria Branch resolutions. All payments are via the internet.
- g) In conjunction with the Events Committee ensure functions promoted using TryBooking are set to ensure such items as GST and banking details are correct.

### **Merchandise work with Merchandise Chair as required**

- a) Raise purchase orders for stock purchases and send to suppliers.
- b) Maintain inventory records in Xero for merchandise stock
- c) Raise invoices for merchandise sales and process credit card, PayPal, cash and cheque payments
- d) Prepare monthly report in conjunction with Merchandise Chair for Victoria Branch meetings.



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- e) Prepare in conjunction with Merchandise Chair mid-year and end of year report and payment to National for their share of profit from Merchandise sales by June 30<sup>th</sup> and December 31<sup>st</sup> each year.
- f) Prepare in conjunction with the Merchandise Chair the annual stocktake audit for merchandise stock on hand.

### **Membership**

- a) In conjunction with others ensure decisions of the Victoria Branch Committee have a focus on growth of membership through new members and retention of members. VIC Branch Membership Secretary is responsible for the follow up of unfinancial members.
- b) Increase awareness of the association in the community.

### **Meetings**

#### Victoria Branch

- a) Attend Victoria Branch Committee meetings as per schedule.
- b) Provide reports to the Victoria Branch Committee detailing the end of month financial position of both the Branch and Merchandise accounts.
- c) Stay informed about committee papers, prepare well for meetings and review and comment on minutes and reports where required.
- d) If time allows attend Victoria Branch events.

#### Regional Groups

- a) Attend, where possible, the three meetings with Regional Group Representatives as noted on attached schedule.
- b) Provide support and advice to Regional Group Treasurers to ensure they are able to complete their end of financial year report in the format required and within the timelines set by the National Treasurer.

### **Committees**

- a) Merchandise: Liaise with Merchandise Chair regarding stock including new stock lines
- b) Events: Liaise with the Events Committee Chair regarding budget figures for each event

### **Other**

- a) Carry out other finance duties as required.