



THE
ORDER OF AUSTRALIA
ASSOCIATION
VICTORIA BRANCH

Position Description Victoria Branch Treasurer

Purpose of Position

- a) To manage the finances of the Victoria Branch including OAA Merchandise accounts using Xero.
- b) Provide regular reporting on all OAA VIC Branch 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 VIC Branch Regional Group accounts in to Xero. The twelve (12) current Regional Groups manage their income and expenditure transactions including banking monies and paying invoices.
- d) The Victoria Branch Committee meeting dates for 2023 are a mix of virtual and face-to-face in Melbourne CBD as per the attached Meeting and Event Schedule for 2023.

Finance Victoria Branch

- a) Be responsible for the development of 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 of January 14 set by the National Treasurer and Auditor. OAA financial year is same as a calendar year.
- c) Prepare, submit and present the Victoria Branch End of Year Financial Statement to the Victoria Branch Annual General Meeting
- 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 following consultation with the Chair 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 with two authorisations per transaction.
- g) In conjunction with Events Committee Chair ensure VIC Branch hosted events using TryBooking are set to ensure such items as GST and banking details are correct.

Merchandise

- a) Raise invoices for merchandise orders and sales where applicable – refer to Treasurer Guidelines. Process credit card, cheques, cash and PayPal as per guidelines
- b) Raise Purchase Orders for Merchandise; ensure the PO is all inclusive of unit cost, set-up costs, freight and GST. Total of PO should be the same as agreed quote.
- c) Prepare monthly report in conjunction with Merchandise Committee Chair for Victoria Branch meetings, this is part of the Xero Profit & Loss Report. This is an automatic part of Xero reporting,
- d) Prepare in conjunction with Merchandise Committee Chair mid-year and end of year report and payment to National for their share of profit from Merchandise sales by June 30th and December 31st each year as per the agreement.

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.
- b) Increase awareness of the association in the community.

Meetings

Victoria Branch

- a) Where possible attend Victoria Branch Committee meetings
- b) Provide financial reports from Xero to Branch Secretary for inclusion in agenda pack distributed to committee members seven days before each meeting

- 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 Regional Group Meetings as noted on attached schedule
- b) Maintain a database of RG Treasures to enable communication with them as required
- c) 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

Current committees

- a) Merchandise:
 - Assist the Merchandise Chair or the member responsible for holding the stock, in the undertaking of the required stocktakes
- b) Events:
 - Liaise with the Events Committee regarding budget and actual figures for each event to both ensure compliance with adopted budget and preparation of future budgets

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

National Policies

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

Updated 28 Jan 2023