

Rogaining Tasmania Position Description

TREASURER

QUALIFICATIONS

- Bookkeeping or accounting experience

DUTIES

- Make and receive payments
- Maintain financial records
- Produce financial reports for committee meetings and AGM
- Prepare and update event budgets

DOCUMENTS

REFERENCE

- Past financial records

TO BE PREPARED

- Financial reports for committee meetings and AGM
- Event budgets, including recommended entry fees

MATERIALS

- Nil

EQUIPMENT

- Nil

LIAISON

- Other committee members
- Event coordinators
- Promotions, for advice on entry fees
- Online entries, to coordinate entry information and payments