



The Role of the Branch Treasurer

The Branch Treasurer's role is to assist the committee to understand the financial position of the branch. The Treasurer does not carry the branch's responsibility for financial performance, all committee members bear this responsibility to understand the financial position of the branch. Where there are paid Branch Administrators, many activities can be delegated and the Treasurer must ensure that responsibilities are met but will have less involvement in actually carrying out the tasks.

Main Activities:-

- Review branch financial reports (Profit and Loss and Annual Budget) regularly (at least once per quarter) and identify any issues to be addressed by the committee;
- Liaise with the National Office Administration Officer for the General Manager and Accountant;
- Prepare and present branch annual budgets;
- Ensure that appropriate financial systems and controls are in place;
- Maintain effective monitoring and record-keeping;
- Advise the committee on financial strategy for the branch;
- Advise on the branch fundraising strategy;
- Ensure Branch expenditure is authorised in accordance with Section 9.3 Schedule of Delegation; and
- Have an understanding of the IQA Constitution as it relates to Branch Committees.

The Branch Treasurer is often a combined role with that of Branch Secretary, particularly when paid Branch Administrators are used.