



**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)  
MANAGEMENT COMMITTEE MEMBER  
POSITION DESCRIPTION**

**Position Title:** Treasurer

**Updated:** August 2021

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**Objective of Position:**

*(The purpose(s) of the job)*

To maintain high standards of financial record keeping, policy implementation and communication on behalf of the members of the organisation.

**Key Responsibilities and Duties**

*(The duties or tasks performed to achieve the position objectives)*

1. Maintain effective financial record keeping in accordance with government regulations
2. Provide monthly financial statements to committee members
3. Monitor income and expenditure to ensure budgetary restraints are maintained
4. Ensure financial records are audited in compliance with government regulations and procedures
5. Provide audited financial report for AGM
6. Provide relevant financial information to members as requested
7. Ensure all payments are processed and moneys banked in a timely fashion
8. Ensure membership register is maintained and distributed to other committee members in particular the membership officer
9. Liaise and assist all Executive members as required.
10. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects

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*‘Bringing Info Centres Together’*