**Sutherland Shire Business Chamber - Treasurer**

The role of the Treasurer is to be responsible for the financial supervision of the Sutherland Shire Business Chamber (SSBC) to allow the Board to provide good governance. The Treasurer is responsible to regularly report on the SSBC’s financial status to both the Board and the members.

**Desirable Attributes:**

* Good Organisational Skills
* Financial expertise
* Ability to maintain accurate records
* Honest/Trustworthy
* Computer skills
* Good communication skills

**Specific duties include but are not limited to:**

* Provide advice to the Board in their management of the SSBC’s finances
* Administer all financial affairs of the SSBC
* Support any required auditing processes
* Receipt of all incoming monies
* Bank all monies received
* Pay all accounts
* Maintain accurate records of all income and expenditure
* Ensure that all receipts and payments concur with bank deposits and withdrawals
* Monthly financial reports – present at monthly Board meetings
* Arrange and despatch invoices for periodical payment
* Issue yearly membership fee
* Keep accurate record of all membership payments
* Be a signatory on SSBC account
* Invoicing sponsors as required
* Attend at least 80% of meetings and events throughout the year.