



MNZ Executive Committee Job Description:	Treasurer
Hours per week:	4 hours
Responsibilities: <ul style="list-style-type: none"> • Sit on the MNZ Executive Committee • Have custody of all funds and property of the Association. • Work with MYOB or relevant accounting software. • Submit an audited statement of the financial affairs at the AGM or on request of the Executive for each meeting. • Submit requests for money/invoices to the Executive. • Provide financial statement of performance of that year's Conference by 31 October each year. Submit to Executive, past Conference Committee and new Conference Committee. • Prepare financial records for audit by 15 May of each year if possible. • Provide financial guidance in regards to MNZ's current and planned activities. 	
All Executive Committee Members: <ul style="list-style-type: none"> • Must attend at least 80% of the total number of annual Executive Committee meeting to fulfil job description. • Must have access to email and Skype. • Must read and respond to Executive Committee email correspondence promptly. • Must contribute a report for each publication of the MNZ Magazine and ensure it is sent to the Executive Administrator by deadline. • Should submit Agenda items to Executive Administrator one week before each Executive Committee meeting. • Should send expenses to the Treasurer, including all receipts and invoices. • Must write an annual report for the AGM. • Must adhere to the MNZ Code of Conduct for all Serving Members. • Facilitate handover of role to new Executive member. • Provide input and make governance decisions in relation to the implementation of the organisation's Strategic Plan. 	