

**POSITION DESCRIPTION:**

**ASSISTANT TREASURER**

**JOB OVERVIEW:**

The primary role of the Assistant Treasurer is to assist the treasurer to ensure that the financial affairs of the kinder are conducted in an appropriate manner. The Assistant Treasurer may be involved in taking responsibility for the banking, bookkeeping and financial reporting for the Kinder, as well as the budgeting and planning.

**KEY ACCOUNTABILITIES:**

- See position description for Treasurer

**DUTIES OF ALL COMMITTEE MEMBERS:**

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)