



# RIDING FOR THE DISABLED ASSOC SA INC

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## POSITION DESCRIPTION

### RDA SA BOARD TREASURER

<i>PD Established:</i> November 2011	<i>Version:</i> 1
<i>Last Reviewed:</i>	<i>Next Review Date:</i> November 2012

#### **Status**

The Treasurer is a member of the RDA SA Board of Management.

#### **Term**

The Treasurer may be appointed from among Board members, or may be appointed mid-term by the Board to serve until the next Board elections.

#### **Objectives**

To manage and report on the Association's finances.

#### **Functions**

1. Carries out the responsibilities of an RDA SA Board member
2. Assists RDA SA staff in the preparation of the budget.
3. Monitors the budget and reports variances to the Board.
4. Ensures the Board's financial policies are being followed.
5. Reports to the Board and general membership on RDA SA finances.
6. Oversees the preparation of required financial reports for the Board.
7. Liaises closely and meets regularly with RDA SA Finance Manager and State Manager.

#### **Interactions with Board, State Manager and Finance Manager**

The Treasurer is a member of the Board.

The Finance Manager and State Manager have a functional responsibility to the Treasurer.

#### **Review of position description**

The Treasurer position description is to be reviewed annually and distributed to:

- Board President
- State Manager
- each Board Member

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