



POSITION DESCRIPTION

Treasurer

CLASSIFICATION	Voluntary Position
EMPLOYMENT TYPE	Honorary Treasurer on the Executive Committee (Office Bearer) Fixed term of 2 years
REPORTING TO	Executive Committee and General Assembly

Position Summary

Are you looking for a little something extra to add another string to your bow? Show off your skills, learn some new ones, while also helping your Association.

Imagine what it would be like if everyone in your Association knew your face and knew your name. Your profile would instantly be raised amongst your peers.

AAIR is seeking a financial member to nominate for the position of Honorary Treasurer on the AAIR Executive Committee.

This is a fantastic professional development opportunity to increase your knowledge of the sector and gain an in depth understanding of higher education issues at the international and domestic levels.

This is great opportunity for you to advance your own professional development and become more involved in your Association.

The Honorary Treasurer holds office under the AAIR Rules (<http://aair.org.au/about/rules/>).

1. Key Responsibilities

The key responsibilities of this role include:

- ▶ managing the receipt of monies for various activities and received from members;
- ▶ ensuring that proper accounts are maintained to reflect the true financial position of the AAIR;
- ▶ managing payments made on behalf of the Association through PayPal and MYOB, and in particular, ensuring that the required signatures for all payments are in place, and maintaining appropriate records;
- ▶ arranging for the annual audit of accounts;
- ▶ maintaining the bank accounts and liaising with the nominated bank on behalf of the Association;
- ▶ preparing the Association's Annual Financial Report, including the auditor's report for the previous financial year and presenting at the Annual General Meeting;
- ▶ drafting the annual budget for consideration by the Committee in June of each year;
- ▶ monitoring performance against the approved budget;
- ▶ providing the Committee with quarterly financial status reports; and
- ▶ obtaining any legal advice as required.

1.1 OCCUPATIONAL HEALTH AND SAFETY

Occupational Health and Safety (OH&S) responsibilities are outlined in section 5.

1.2 DELEGATIONS

- ▶ Access to an AAIR email address;
- ▶ Signatory of AAIR's bank account; and
- ▶ Access to MYOB and PayPal.

1.3 KEY RELATIONSHIPS

- ▶ AAIR Executive Officer;
- ▶ Committee members and other office holders;
- ▶ Other signatories to bank account;
- ▶ MYOB;
- ▶ Bendigo Bank; and
- ▶ PayPal.

2. Selection Criteria

Rule 25.1 Eligibility of candidates: A person shall be eligible for election as an officer or as an ordinary member of the Committee if such person has been a financial member for a period of at least eleven months pursuant to [Rule 24.2\(2\) Composition of the Committee](#).

It is a prerequisite that a person who wishes to run for the position of Treasurer must be a financial member of AAIR.

3. Benefits

Some benefits to the successful applicant include:

- ▶ hands on involvement in your Association
- ▶ having a broader profile in the sector
- ▶ professional development experience to add to your curriculum vitae
- ▶ potential flow-on to/from your own work.

4. Other Information

4.1 ABOUT AAIR

The Australasian Association for Institutional Research (AAIR) is the professional association for institutional research practitioners in higher education and other institutions in Australasia.

Established in late 1988, AAIR continues to draw members mainly from Australia and New Zealand, with further members from the Pacific, Southeast Asia, and the African continent. Members contribute to planning, decision making, policy formulation and analysis concerned with the management of tertiary education.

The broad aim of AAIR is to benefit, assist and advance research which leads to the improved understanding, planning and operation of tertiary education institutions within Australasia. AAIR has the following principal objectives:

- ▶ to raise the level of professional competence and practice in the fields of tertiary education institutional research, planning and analysis in the Australasian region
- ▶ to enhance inter-institutional cooperation in the undertaking of comparative institutional research projects
- ▶ to assist the professional development of members by:
 - ▶ organising an annual conference (the AAIR forum)
 - ▶ developing and fostering cooperative links with the AIR and European AIR
 - ▶ encouraging regional meetings of members to augment the annual Forum

AAIR is affiliated with the [Association for Institutional Research \(AIR\)](#) in the United States, along with other groups located in Europe, South-East Asia, South Africa and Canada.

4.2 ABOUT INSTITUTIONAL RESEARCH

'Institutional research' is viewed as a range of activities involving the collection, analysis and interpretation of information descriptive of an institution and its activities, including its students and staff, programs, management and operations. The findings of such 'institutional research' assist institutional leaders (in both academic and administrative domains) by informing their planning and decision-making.

4.3 GOVERNANCE

The business and affairs of AAIR are managed by the Executive Committee constituted under [Rule 23](#).

The powers and responsibilities of the Executive Committee include managing the business and affairs of the Association, appointing volunteers, creating sub-committees and delegating any of its duties to such volunteers and sub-committees. The Committee may appoint staff for a period and on such other terms and conditions as may be determined by the Committee. Appointments are periodically reviewed.

Further information about AAIR and the Executive Committee is available in the Rules at <http://air.org.au/about/rules>.

5. Occupational Health and Safety (OH&S)

All holders of positions with AAIR are required to take reasonable care for their own health and safety. As AAIR has no employees as such, contractors and volunteers in honorary positions are responsible for their own health and wellbeing. All contractors, volunteers and honorary Board members work from their own premises as required by AAIR.