

Association of Hospital Play Specialist Aotearoa New Zealand Position Description – HPSAANZ Treasurer

The position of Treasurer for HPSAANZ is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Treasurer shall hold office until for a two year tenure following their appointment, at which point they may offer themselves for re-election. The President and treasurer shall end terms at alternating AGM's.

Purpose of Position

- To oversee the associations financial affairs and ensure adherence to all legal accounting practices.
- To ensure all accounting is conducted in an open and transparent manner
- Provide end of financial year accounts in time for the AGM. Forward copies, as required, to relevant bodies, e.g. the Registrar of Incorporated Societies and the Charities Commission

Key Tasks

- Develop an annual budget in consultation with the executive
- Use Internet Banking, and Stripe to check for payments and issue receipts
- Pay all accounts promptly, ensuring authorization by a second executive member
- Maintain up to date records of all transactions
- Supply financial reports at each executive meeting
- Provide an annual financial report at the HPSAANZ annual general meeting.
- Communicate with membership officer about current member payments.
- Attend executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator.
- Prepare and share financial figures for the Registration council.
- Review Association investments regularly to ensure the Association is receiving the best possible options for members

- Receive and receipt subscriptions and update membership list Work with designated committee/sub-committee members in the areas of grants, sponsorship, donations and fundraising
- Ensure account signatories are current (three required)
- Look at and apply for grants for our profession

HPSAANZ Essential Criteria

- Hold full membership of HPSAANZ and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Ability to access and use web-based email, Stripe, and a willingness to learn administration tasks on the website management portal HPSAANZ

Time commitment:

- Attendance at a 2 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings without notice and provision of an update forfeits position on the executive