



MESSAGE AOTEAROA NEW ZEALAND

Te Rōpū Kaitiaki Role Description: Treasurer

Hours per week: Approx. 6-10 hours includes a regular monthly General (Te Rōpū Kaitiaki) Meeting

Term: Two years and may be re-appointable.

Requirements:

- Understand reading financial statements and budget comparisons.
- Be familiar with Xero or relevant accounting software.
- Be familiar with Smartly Payroll software.
- Sit on the MANZ Te Rōpū Kaitiaki /Executive Committee

Responsibilities:

- Attend Monthly Hui of Te Rōpū Kaitiaki of MANZ
- Review and submit monthly financial statements (prepared by the Finance Administrator) of the financial affairs prior to each meeting – via teams.
- Provide financial statements of performance of the current year's Conference by 31 October each
 - Year – or when one is held.
- In conjunction with the Finance Administrator, provide annual financial statements of performance of MANZ, and present at the AGM.
- Bi-annually or each year if required, present accounts for review/audit to appointed auditors by 15 May.
- Write a brief overview report each year to be included in the AGM Report.
- Liaise with Auditor for a review/audit and complete control questionnaire when required.
- In conjunction with the Finance Administrator create a budget to be presented to Te Rōpū Kaitiaki for approval by February each year.
- Provide financial guidance to Finance Administrator regarding MANZ's current and planned activities for preparation of Budget and/or forecasts.
- Collate expenditure claims, including receipts & invoices, sign, and load into teams for co-signing.
- Once expenditure claims authorised, forward all details to Finance Administrator for up loading into xero and processing in the bank.
- Authorise bank payments.
- Liaise with Finance Administrator about Tax calculation and Payment.
- Manage change of authorities /signatories on the bank when required.
- Oversee Smartly payroll and process when required.



- Oversee the Finance Administrator
- If terminating this role prior to the full term of the position, one months' written notice must be received by the Co-Chairs or the General Administrator.

All Te Rōpū Kaitiaki shall have desired skills and attributes in the following ways:

- Understanding of the role of governance in a not-for-profit organisation.
- Knowledge and skills in more than one area of governance: advocacy, corporate secretarial practice, cultural responsiveness, education, finance and fundraising, policy, publicity, and marketing, and/or strategic planning.
- Contributions to and a commitment to the Constitution and Strategic Plan
- Adhere to the MANZ Code of Conduct for all Members.
- Be a good team player, and progress projects agreed upon by Te Rōpū Kaitiaki.

All Te Rōpū Kaitiaki are required to:

- Be fully conversant with the MANZ Constitution and adhere to policies and procedures.
- Collaborate in governance decision making as regards the implementation of the Strategic Plan.
- Commit to honouring Te Tiriti o Waitangi and include this commitment in all facets of governance.
- Keep up with current legislation relevant to and applicable to the Professional Association.
- Disclose any Conflict of Interest as it arises during the Term of Officer of Te Rōpū Kaitiaki.
- In accordance with individual skillsets, oversee and lead a sub-committee or working group to help fulfil the annual Strategic Plan.
- Attend at least 80% of the total number of annual Te Rōpū Kaitiaki meetings to fulfil their role description.
- Have access to the internet, email and digital platforms used by Te Rōpū Kaitiaki.
 - Submit agenda items to General Administrator one week before each Te Rōpū Kaitiaki meeting.
 - Respond to Te Rōpū Kaitiaki correspondence promptly.
 - Include MANZ Co-Chairs and General Administrator plus relevant persons into emails for good information sharing, and to work cohesively within the team.
- On request, provide annual reports for the AGM, and working group or sub-committee project updates or contribute a report to the Magazine by the deadline.
- If terminating the role prior to the full term of the position, four weeks written notification to cease to hold office must be received by the Co-Chairs.
 - Facilitate handover of role to the relevant Te Rōpū Kaitiaki oncoming member.
- Pre-approval for all expenditure must be gained by the Te Rōpū Kaitiaki.
 - Send expenses to the Treasurer, including all receipts and invoices and cc. General Administrator.