

## **Treasurer**

The Treasurer's principal responsibility is to ensure PARSA's financial transparency and accountability. The Treasurer is a member of PARSA's Executive, along with the President, Vice President and General Secretary, who support the President with the operations of PARSA.

The Treasurer is a member of the Postgraduate Representative Council (PRC), PARSA's governance body, which is comprised of 31 elected postgraduate students. In addition to the below duties, the Treasurer will be required to attend regular PRC meetings (approximately every 4 to 6 weeks).

The Treasurer role is provided an honoraria, paid monthly, for 52 weeks of the year. They are expected to contribute a minimum of 14 hours per week on PARSA-related activities.

This role requires the Treasurer to do the following:

- Support the President with oversight of PARSA's finances;
- Take a leading role in reviewing and reporting on the financial activities of the students' association;
- Convene and chair regular meetings of the Finance Committee;
- Represent PARSA on the Clubs and Societies and SEEF committees;
- Liaise and work with external and internal stakeholders, including PARSA members and staff, ANUSA, ANU and others as required to successfully deliver projects;
- Ensure that members of the Students' Association have the opportunity to scrutinize PARSA's financial records and policies;
- Regularly consult with members on ways to increase the organisation's fiscal transparency and accountability;
- Work with the Financial Controller to develop a financial report for each PRC meeting, and present and take questions about the report at PRC meetings;
- Develop detailed project and activity proposals as part of PARSA's annual SSAF budget proposal;
- Provide practical support and knowledge to members and societies on financial issues;
- Act as the first point of contact for students with questions or concerns about student activities, signposting students to the appropriate PARSA representatives or staff as appropriate;
- Attend all Executive, Officer and Annual and Ordinary General Meetings, and provide support for PARSA activities and events.