


# DUTIES AND RESPONSIBILITIES RAHS TREASURER



‘Meditations’

Image: RAHS Osborne Collection c.1920

	<b>DUTIES AND RESPONSIBILITIES OF THE RAHS TREASURER</b>	
Last review	July 2025	

## Overview

The Treasurer plays a vital role in ensuring the Society’s financial sustainability. While all RAHS Councillors share responsibility for financial oversight, the Treasurer provides specialist leadership in financial management, planning, reporting and supporting the Society’s long-term financial goals.

As part of the RAHS Executive, the Treasurer works closely with the RAHS Council, General Manager, and bookkeeper to oversee the organisation’s financial affairs. This role requires strong financial acumen, strategic thinking, and the ability to communicate complex financial information effectively.

The time commitment varies but generally requires 5–7 hours per week, with additional responsibilities at key financial reporting periods. Regular oversight of bank accounts and the RAHS share portfolio is critical to ensuring financial security. The Treasurer, alongside another member of the RAHS Executive, reviews and approves payments, ensuring financial accountability and adherence to the Society’s financial policies.

## Duties and Responsibilities

Financial Oversight and Administration
<ul style="list-style-type: none"> <li>review financial reports prepared by the RAHS General Manager and bookkeeper to ensure financial transactions are accurately recorded</li> <li>safeguard assets by ensuring there are financial controls in place to protect RAHS funds and prevent fraud or mismanagement</li> <li>regularly review RAHS bank account balances and share portfolio holdings, providing monthly reports to the RAHS Council</li> <li>ensure all legal and regulatory financial requirements are met</li> </ul>
Budgeting and Financial Planning
<ul style="list-style-type: none"> <li>collaborate with the RAHS Executive and General Manager to prepare annual budgets that align with strategic goals</li> <li>monitor income and expenditure, comparing actual results against budget estimates, and provide updates to the Council</li> <li>provide insights and recommendations on financial planning, fundraising initiatives, and resource allocation</li> </ul>
Reporting and Communication
<ul style="list-style-type: none"> <li>work with the RAHS General Manager to deliver clear, accessible financial updates at Council meetings</li> <li>review annual financial statements prepared by external auditors, ensuring transparency and accountability</li> <li>communicate complex financial information in a way that is understandable for Councillors and members who may not have financial expertise</li> </ul>

## **Policy Development and Risk Management**

- regularly assess and update financial policies to ensure compliance with operational and legislative standards
- review processes for expenditure approvals and financial risk management
- evaluate financial strategies to ensure they align with the RAHS's long-term financial sustainability

## **Key Attributes and Expectations**

While financial qualifications are valuable, the most important attributes are financial literacy, strategic thinking, and the ability to communicate financial matters effectively.

Strong communication and stakeholder engagement skills are essential, as the Treasurer must clearly explain financial matters and present reports to RAHS Councillors and RAHS members. Collaboration is also critical, with the Treasurer working closely with the RAHS Executive, RAHS General Manager, auditor and bookkeeper to maintain financial transparency, accountability, and responsible financial management.





*Dawn over the Harbour.*

‘Dawn over the Harbour’

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