

# Treasurer

For qualifications and selection criteria, refer to the Chapter's Bylaws posted on the [Chapter website](#).

## Role Description

The Chapter's business and operations are controlled by the Chapter's Board of Directors, and executed through the Leadership Team.

As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter.
- Adhere to the Project Management Institute (PMI) Charter and PMI Code of Ethics
- Input into and execute the Chapter's strategy and policymaking to achieve and maintain high quality services in harmony with the values of PMI and the Chapter
- Actively contribute to and assist the Board, working through the Leadership Team, to advance the Chapter's mission, vision and execute its strategy
- Ensure that the Chapter's financial affairs are conducted on a responsible basis, in accordance with established policies
- Undertake any specific responsibilities or tasks requested by the Board as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Leadership Team members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed to an assigned portfolio within the Leadership Team
- Participate in Board committees and taskgroups as needed.

## Expectations of Treasurer

The Treasurer is an elected volunteer responsible for oversight of the Chapter Finances and relevant financial functions of the Board and Executive.

The Treasurer directs financial related activities of the other Board members in accordance with the Chapter's Rules and Bylaws.

- Participant in the Board's annual strategic planning activity
- Direct the Financial Activities of the Chapter. Generally this role would be working closely with the Chapter President, CEO, and volunteer finance manager
- Represent the Chapter within any Treasurer forums across Australian Chapters and Region 10 (Australia and New Zealand), on instances when forums or collaboration might occur
- Direct the Annual Chapter Audit, managing any chapter appointed auditor
- Ensuring chapter financial regulatory requirements are met, such as annual Tax Returns
- Contribute to the financial aspect of the annual charter renewal, which is updated by the Chapter President, so that the Chapter is in compliance as specified by PMI
- Assist / Partner with the Chapter President in legally representing the Chapter (support of the Chapter President within this role can be co-dependent with the Secretary)
- Ensure statutory and regulatory compliance in consultation with the President and Secretary

- With the board, ensure prudent disbursement of Chapter funds
- Comply with the Chapter's finance policy and procedures for reviewing and approving financial transactions
- Exercise your powers and duties with reasonable care and diligence
- At all times, act for the benefit of the Chapter
- Avoid conflicts between your duties to the Chapter and your personal interests or duties to others
- Observe standards of good corporate governance
- Promote PMI principles
- Develop and implement succession and transition plan

### Estimated time commitment

Estimated volunteer hours: 10-20 hours per month