

## **ROLE DESCRIPTION – ASSISTANT TREASURER**

This is a summary and is not an exhaustive list and may be amended as the needs of u3a change

In addition to the officers, there are committee members. It is important to remember that everybody on the committee is a trustee regardless of whether you have registered with the regulatory authorities.

Committee members shall serve for a period of 2 years unless re-elected unopposed.

### **Roles & Responsibilities**

1. Maintain full and accurate accounting records showing: Funds generated at Monthly Meetings, Interest Groups, Special Events etc.
2. Bank all Funds collected
3. Using Monthly Accommodation Invoices identify any outstanding funds not received and contact the appropriate Group Leader etc. to locate the funds
4. Act as second signatory for cheques and inspect and authorise electronic payments generated by the Treasurer.
5. Become familiar with the various roles of the Treasurer and be able to stand in their absence.

### **Skills and Attributes**

1. Computer skills and access to email
2. Good communication skills
3. Pleasant telephone manner

### **Confidentiality**

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

### **Other Information**

1. Your name and phone number will appear on contact sheets held by Head Office which are sent out when they get membership enquiries.
2. They may also appear on our printed fliers and in Good Times Magazine **Last**

**Updated: 11<sup>th</sup> January 2022**