



ABN 65 979 686 445

**PO Box 480
Cairns North
QLD, Australia, 4870**

**Email: secretary@parasite.org.au
Tel: +61 7 42321311**

www.parasite.org.au

ASP Council Position Description

Treasurer

May 2020

ASP Treasurer:

The ASP Treasurer needs to have a good grasp of financial matters and the patience to work through complex issues relating to all areas of banking and finance. The Treasurer presents an annual budget to the ASP Council. The Treasurer works closely with the Executive Officer who administers the finances of the ASP.

The Treasurer shall receive and pay into Banking Accounts of the Society all monies received as the Treasurer.

The Treasurer shall issue all statements of financial obligations owing to the Society and account for all funds, properties and pay all accounts owed by the Society and authorized by the Council.

They shall submit a financial statement, duly audited, to the Council and to the Society which shall be completed by the AGM each year.

They shall present a Statement of Accounts at such other times as Council may direct.

ASP Council Meetings

The ASP Council will meet four times per year. Usually two meetings are virtual, held online, and two are face-to-face where possible.

Mid Term Meeting (MTM)

- MTM is usually held late January or early February. ASP Secretary will arrange the location, meeting room and arrange accommodation, depending on cost and availability.
- Dinner was arranged for the night before the meeting.
- Airfares reimbursed to members.
- Overnight (or more if required) accommodation and economy airfares are paid for by ASP for each Council member.

End of Term Meeting (ETM)

- The ETM occurs before the AGM and is usually held day before the start of the annual Conference.
- All accommodation is paid for the Executive (President, Treasurer and Executive Secretary).
- One night's accommodation is paid for each other Council member.