



NZACAP

New Zealand Association

Of Child and Adolescent Psychotherapists Inc.

Treasurer's Job Description

This is a job which some people may regard with trepidation. However, it's proved to be a good way to be part of an active Executive working alongside people who are passionate about child psychotherapy and the Association. Additionally, Treasurer's get to know members and make sure that the Association stays financially afloat. This is definitely a position that has more positives than negatives. The other "perks" while on Executive are exemption from annual subscriptions and conference registration, and payment for travel to conference.

I will offer the same level of support - lots - as I received from Christiane when I took over the position from her in 2010. But four years is enough.

These are the main parts of the Treasurer's job:

- Participate in monthly Exec SKYPE meetings and actively communicate with other Exec members in between.
- Keep the financial books for our 00 operational account and 01 our conference account; record what money is received, when and who from and what money is spent, when and what on; pay the accounts
- Send out subscription notices on April 1st (payable by May 31st) and provide certificates and receipts. Send out reminder notices when necessary
- Use online banking where possible (Association access number and password provided)
- Keep an eye on the Association's term investments.
- Do monthly reconciliations of the Association's accounts.
- At the end of July get the books completed and to the accountant with supporting documentation; buy a new accounting book and set it up.
- By the end of August get Financial Statement/Annual Report from accountant in preparation (a) to present to Conference (b) to provide figures to NZACAP Insurer (September for payment in October) (c) to provide updated financial information to Incorporated Societies (after Conference)
- Conference - oversee and support organisers with ideas about overall costs and budget, receive and bank payments from attendees, make deposits and payments to venue, caterers, presentors as necessary.

Denise Carlyon

