



Psychotherapy & Counselling
Federation of Australia

PACFA Treasurer Position Description

Requirements of the PACFA Treasurer

The PACFA Treasurer is elected by the PACFA Member Congress. In addition, the PACFA Board aims to contribute to the succession planning for this role given that it is a key, senior role within PACFA that requires specialist skills and expertise.

Clause 24.2.2 of the PACFA Constitution states that nominees for the position of Treasurer must be qualified psychotherapists or counsellors with full membership of PACFA or the equivalent membership of a PACFA Member Association, eligible for PACFA clinical registration, and of good standing within the counselling and psychotherapy profession.

Ideally, the PACFA Treasurer will also have the following expertise, experience and skills:

- Familiarity with or relevant skills in finance and accounting; and/or
- Experience managing or overseeing finances for a non-profit association, ideally in the counselling or psychotherapy field.

Responsibilities

The duties of the PACFA Treasurer are outlined in Clause 29.2.1 of the PACFA Constitution:

29.2.1 The Treasurer will, except as otherwise provided in this Constitution:

29.2.1(a) receive all moneys paid to the Association;

29.2.1(b) collect all moneys which are due and payable to the Association;

29.2.1(c) be custodian of the funds of the Association;

29.2.1(d) pay all moneys owing by the Association;

29.2.1(e) make all payments authorised by the Board as the case may be;

29.2.1(f) reimburse Board Members in accordance with Clause 36;

29.2.1(g) keep accounting records that correctly record and explain the transactions (including any transactions as trustee) and the financial position of the Association;

29.2.2(h) keep accounting records in such a way that true and fair accounts of the Association can be prepared from time to time;

29.2.1(i) cause the accounting records of the Association to be retained for at least seven (7) years after the transactions to which they relate were completed;

29.2.1(j) prepare the Statement of Accounts and ensure it is audited in accordance with Part V of the Act and presented at each Annual General Meeting; and

29.2.1(k) do all such other things as are necessary to ensure that all forms and notifications required to be lodged with the Registrar of Incorporated Associations in relation to the financial affairs of the Association are so lodged within the time permitted under the Act.

29.2.2 Upon termination of her/his office the Treasurer will deliver to the incoming Treasurer all funds, papers, documents and such other items belonging to the Association; and

29.2.3 The accounting records referred to in Clause 29.2.1(g) above will be available for inspection by any Delegate.

Role of PACFA Treasurer

The Treasurer, together with the President, Vice President and Secretary constitute the Executive Committee of the PACFA Board, and are subject to any direction of the Board.

The Treasurer consults with the President on all urgent matters that may arise between Board meetings and reports on these matters to the Executive Committee.

PACFA employs an Accountant and CEO with accounting and financial management expertise to enable delegation of day to day finance functions to appropriately skilled staff.

The PACFA Treasurer is expected to maintain an overview of the delegated finance functions and be a key member of the PACFA Board with the following duties:

1. Carry out the responsibilities of Board and Executive Committee membership;
2. Report to the PACFA Board in writing prior to every Board Meeting as per the PACFA Communication Strategy, including providing an overview and assessment of PACFA's financial position;
3. Participate in meetings of the PACFA Council as a Board member;
4. Provide advice and support to the PACFA Office in relation to PACFA's finances;
5. Assist in the preparation of PACFA's annual budget;
6. Monitor the budget against monthly expenditure;
7. Ensure the Board's financial policies are being followed and regularly review policies;
8. Report to the PACFA Council and Member Congress on finances;
9. Oversee PACFA's financial investments;
10. Ensure that all accounts are ready for audit and are prepared in such a way that they meet audit requirements;
11. Monitor adherence to PACFA financial procedures to minimise and prevent any potential fraud.