

**POSITION DESCRIPTION**

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**Position Details**

<b>Position title:</b>	<b>APLAC Treasurer</b>
<b>Reports to:</b>	<b>APLAC General Assembly</b>
<b>Position term:</b>	<b>Two years</b>

**Introduction**

The APLAC Treasurer is appointed by the APLAC Board of Management from the elected members of the APLAC Board of Management. The APLAC Treasurer's position ends when the elected member's term ends.

The APLAC Treasurer reports to the APLAC General Assembly and will work closely and cooperatively with the APLAC Board of Management and General Assembly in fulfilling his/her responsibilities.

**Roles and Responsibilities**

The APLAC Treasurer is responsible for:

- (a) monitoring income and expenditure;
- (b) in collaboration with the Chair and Secretary, preparation of an annual budget and its submission to the General Assembly;
- (c) submission to the General Assembly of the audited annual statement of expenditure, and the Treasurer's commentary on that statement

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**Key Position Activities**

<b>Activity</b>	<b>Time Commitment</b>	<b>Frequency</b>
Monitoring of income and expenditure	4 hours	Bi-monthly
Preparation of annual budget and preparation of budget proposal to the General Assembly	3 days	Annually
Examination of and providing comments on audited annual statement of expenditure	4 hours	Annually
Communications with Secretary on budget issues	2 hours	Ad hoc
Dealing with miscellaneous issues related to the budget, e.g. change of currency of membership fee, membership fee structure, etc	1 day	Ad hoc
Preparation of budget strategies	5 days	3-4 years