



National Treasurer:

Apex 40 Australia Inc. National Board Position responsibilities:

Within this document:

- a) Apex 40 Australia Inc. is referred to as the Association;
- b) Constitution refers to Rules and By-laws of the Association;
- c) all National Board Members should have a reasonable knowledge of the constitution as this covers some of the legal requirements of all the positions on the National Board.

Position Description and Procedures:

Please be aware that our financial year ends on the 31st of January.

The responsibilities of the position of Treasurer are given within our constitution.

It is essential that regular backups are done on all computer information.

A backup of the information should be sent to another committee member on a regular basis.

The position of Treasurer is a most important position within our organization.

The keeping of accurate financial records for the ongoing future of Apex 40 is essential.

The position of Treasurer is not an overwhelming task if it is kept up to date on a regular basis.

If done on a weekly basis, only 1 to 2 hours per week is necessary to cover the tasks listed herein.

Election National Board:

At the Annual General Meeting the Members shall elect or confirm the positions on the National Board subject to the Constitution of the Association.

Term of Office:

- 1) Our Constitution refers to National Board members "Term of Office".
- 2) The position of Treasurer is for a minimum of two (2) years.
- 3) This is necessary to keep some consistency of operation for the position.

Meeting protocol:

- 1) At times, some of the discussions at a National Board meeting may need to stay within the Board, so please consider what you pass onto members.
- 2) Board members may attend National Board meetings either in person or by electronic media (Zoom, email or other electronic method).

Continuity:

It is essential that, following an AGM, when a new person is elected to this position, the outgoing office bearer assists the newly elected person to the position of office.



ASIC:

Following the AGM, each newly elected National Board member is to supply the following information so as to enable the Secretary to lodge a Form 490 with ASIC.

Information required:

- a) Full name (not just initials);
- b) date of Birth;
- c) place of Birth, Town or City, including Post Code;
- d) state and Country of Birth;
- e) previous name (if applicable);
- f) date of Name change (if applicable);
- g) full Street address (Not P.O. Box), including Post Code;
- h) each elected National Board member must have a Directors ID;
- i) <https://www.abrs.gov.au/director-identification-number>

Apply for a director ID

Australian Business Registry Services (ABRS) issues and administers director IDs.

[Visit the ABRS website to learn more and apply](https://www.abrs.gov.au/director-identification-number)

What is a director ID?

A director ID is a 15-digit identifier given to a company director or someone who intends to become a company director.

Director IDs are unique. No two directors have the same one.

Who must have a director ID?

All directors of Australian companies need a director ID. You also need a director ID if you are the director of a:

- registered Australian body
- registered foreign company
- Aboriginal and Torres Strait Islander corporation.

When to apply

If you plan to become a director, you must apply for a director ID before you're appointed.

If you're already a director and do not have a director ID, you must apply now.

Correspondence:

Where possible, all correspondence should be by email to save costs.

email requirements:

- 1) When sending emails to multiple addresses, address the email to yourself and BCC (Blind Carbon Copy) to all other addresses. It is a requirement of the Privacy Act that private email addresses are not displayed to other recipients;
- 2) the exception to this requirement is when an email is sent to a group such as the National Board by a member of that National Board, it is permissible to use CC (Carbon Copy).

Payments:

- 1) Liaise with other Bank signatories to ensure authorisation of bank transfers and payment of accounts in a timely manner;
- 2) ensure that there are at least three signatories to all Bank accounts at all times.
please refer to **"After the AGM:"** within this document.



Credit Card Facility:

The treasurer is responsible for maintaining the day-to-day management & administration of our Credit Card Facility including acceptance of Credit card payments by members per telephone.

Monthly procedures:

January:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required;
- 3) follow up payment of Membership fees for ensuing year.

February:

- 1) Balance all Bank accounts including the Credit Card account;
- 2) pay all outstanding invoices as required;
- 3) follow up payment of Membership fees for ensuing year;
- 4) submit annual financials to nominated Auditor for audit purposes, these are required to be finalised at least three (3) weeks prior to upcoming RORT to allow distribution to members prior to the Rort.

March:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required;
- 3) follow up payment of Membership fees for ensuing year;
- 4) obtain four (4) signatory forms (one spare) from the bank for completion at the Rort by the incoming National Board Members;
- 5) it is necessary to have a minimum of three (3) signatories for each bank account.

April:

- 1) Balance all Bank accounts, including the Credit Card account;
Pay all outstanding invoices as required;
- 2) follow up payment of Membership fees for ensuing year.

Prior to the AGM;

At least 21 days prior to the AGM, send to the Secretary for inclusion in the Extended Agenda for the AGM:

- a) Balance sheet;
- b) P & L;
- c) Statement By Members of The Committee;
- d) Auditors report.

May:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required;
- 3) follow up payment of Membership fees for ensuing year.



After the AGM:

1. Finalise RORT financials and present to National Board at the next National Board meeting;
2. present signatory forms to the bank as completed at the Rort by the incoming National Board Members;
3. if any of the incoming National Board Members that are required to be signatories on the accounts are not present at the Rort, the Treasurer will have to contact them and ensure that the forms are completed prior to contacting the bank;
4. please remember that it is necessary to have at least three (3) signatories for each account.

June:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required.

July:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required.

August:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required.

September:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required.

October:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required.

November:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required.

December:

- 1) Balance all Bank accounts, including the Credit Card account;
- 2) pay all outstanding invoices as required;
- 3) issue Invoices for next Financial Year for Membership fees for sub-committees and Members at Large, based on information supplied by the National Secretary or membership officer.



Legal responsibility of all National Board members:

- 1) All National Board members have certain legal duties to the Association.
Some of the duties are:
 - a) Have a reasonable knowledge of the Constitution, as this covers some of the legal requirements of the positions on the National Board;
 - b) not to make improper use of information acquired by virtue of their position or to make improper use of their position to gain personal advantage or cause harm to the Association;
 - c) take proper care and ensure due diligence;
 - d) exercise their powers in good faith and in the best interests of the Association and for a proper purpose;
 - e) ensure that the Association does not “trade insolvently”.

This means that the committee should not continue to operate and enter into contracts or incur debts that the Association cannot repay.
- 2) If a National Board member makes a business decision relating to the operation of the Association, they must, among other things:
 - a) ensure that decision in the best interests of the Association;
 - b) not have a personal interest in the decision.
- 3) There are also duties under the law that have been in existence for many years. The substance of these common law duties has not changed and must be followed at all times by all National Board members.