

## School Library Association of New South Wales

### Treasurer

1. Report regularly to SLA NSW committee
2. Maintain financial records of the Association
3. Liaise with association appointed accountant and administration team
4. Ensure accounts are correctly identified and recorded.
5. Act as co-signatory for cheques.
6. Develop an annual budget for the Association including project management funding
7. Develop, maintain or report on tasks, projects or activities as appropriate

### Procedures

1. Attend meetings as required. Apologies for meetings should be tendered to the Secretary at least 24 hours prior to the meeting.
2. Keep a watching brief of the profession by subscribing to OZTL\_Net and local or district networks.
3. Any reports for meetings are to be sent to the Secretary at least 14 days prior to the scheduled meeting.
4. Attend strategic planning days as required.
5. Attend induction session if necessary
6. Members of the committee may be asked to be responsible for sections of the website. If so, the website style sheet must be maintained and direction accepted by website manager.