# Governing council treasurer’s role description – suggested template

### Works closely with

* The council’s office holders, principal/preschool director, other members of council, and the wider school community
* Members of the council’s finance advisory committee, including the finance officer and/or business manager of the school/preschool.

### Located at

* <Add your school’s name here>.

### Minimum time commitments

* <Add details about how often your council meets and the different types of meetings i.e. finance advisory committee>
* <Add any other time expectations, for example ‘2 to 3 hours a term reading plans and reports’>.

### Key duties

#### Treasurer

* chairs the finance advisory committee
* sets the agenda for the finance advisory committee with the principal
* works with the principal and other members of the finance advisory committee to:
* keep up-to-date records of all finance-related matters
* organise the budget planning processes and timelines
* help analyse and review the budget
* provide budget problem solving recommendations
* presents finance information and potential budget adjustments to the council

#### General duties

* attends council meetings and lets an office holder know if they can’t make it (i.e. put in apologies)
* represents the views of the wider school/preschool community
* offers advice on a range of topics about the school/preschool
* actively takes part in discussions about the governance of the school/preschool.
* attend other school/preschool functions and meetings, like general meetings, fundraising activities, end of year assemblies (as needed or appropriate).

### General responsibilities and requirements

The treasurer has the same responsibilities as a general member of the governing council. This means you agree to:

* comply with the council’s constitution, School Governance Administrative Instruction and legislative requirements
* comply with the council’s standing orders
* comply with the council’s code of practice
* meet the department’s requirements for screening, training, and induction (your site leader will guide you through what’s required)
* keep up-to-date and informed about your work on the council be referring to the [School Governance Administrative Instruction](https://www.education.sa.gov.au/docs/psp/governing-council/governing-council/school-governance-administrative-instruction.pdf) and regularly checking the <https://www.education.sa.gov.au/working-us/governing-councils>.

### Desirable experience, skills, and personal characteristics

* background or an interest in finance or dealing with and understanding budgets
* experience leading a diverse group of people
* has a positive attitude
* interested in seeing children and young people do well at preschool and school
* willing to work together with parents, staff, students, and the school community
* able to understand and respect different points of view and cultures
* can lead and participate in conversations in a balanced and fair way
* <Add details of any desired skills or experience you feel are specific to your school/preschool>.

### Benefits to you

When you volunteer to be the treasurer for a governing council at your child’s school you may:

* experience a close working relationship with staff and leadership
* be involved in a shared strategy and vision
* have an opportunity to meet parents, staff, students and other school community members
* <add details of any benefits you know that are specific to your school/preschool>.