



ST MARTIN OF TOURS  
PARENTS AND FRIENDS  
ASSOCIATION

# ST MARTIN OF TOURS SCHOOL

## PARENTS AND FRIENDS' ASSOCIATION

### COMMITTEE POSITION DESCRIPTION

<b>Committee Position:</b>	Treasurer
<b>Level on Committee:</b>	Core Committee Member
<b>Reports To:</b>	PFA Committee

#### Description of Duties

1. Keep up to date records of accounts, showing the financial affairs and activities of the Association with full details of all receipts and expenditure connected with the activities of the Association and present Financial Reports at each Committee Meeting and the Annual General Meeting
2. Bank funds of the Association into the Association's Bank Account
3. Ensure any cheques, withdrawals or transfers from the account shall be signed or authorised by the Principal, or Principal's delegate, and any one of the other account signatories
4. Ensure the signatories for the Association's account are current
5. Provide payments to third parties on the authority of the Core Committee Members and School Principal
6. Reimburse Committee Members for expenditure associated with PFA events
7. Seek approval from the Committee when making payments in excess of \$500 unless already agreed at a meeting
8. Liaise with the School Bursar to provide information requested by the School
9. Provide a Report on Activities to be included in the Annual Financial Statements (AFS) of the School
10. Co-ordinate Sub-Committees from time to time

<b>Additional Comments</b>

<b>Office Bearer</b>	<b>Term in Role</b>
Monique Grasso	2012-16
Carla Ting	2017-

<b>Document Control</b>	
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