

**Raising Standards – Protecting Patients**

**Position Description: Treasurer**



## **1. OVERVIEW**

The Australasian College of Cosmetic Surgery and Medicine (ACCSM) is a clinician-led member organisation established to advance health through Cosmetic Surgery and Medicine.

ACCSM is governed by the Council. The Council includes the ACCSM office-bearers, who are referred to as 'the Executive'. The Council and its Executive have responsibility for and oversight of, the core objectives of the ACCSM. This role is responsible for the ongoing development, facilitation, promotion, and review of ACCSM business across Australia and New Zealand.

## **2. ROLES AND RESPONSIBILITIES**

The Treasurer is responsible for:

- 2.1 Supporting the Council in drafting and approving an annual budget and monitoring expenditures against the budget.
- 2.2 Ensuring that all money due to the association is collected and received and that all payments authorised by the association are made, including;
  - 2.2.1 Publishing accurate information on the fees payable for membership application and annual membership;
  - 2.2.2 Managing the process of collecting membership application and membership renewal fees;
  - 2.2.3 Arranging for the deposit of all monies received into the college's bank account, without deduction and as soon as practicable;
  - 2.2.4 Arranging for the provision of receipts for any monies received, as soon as practicable after receipt;
  - 2.2.5 Serving notice to members or external organisations where monies are owed and outstanding;
  - 2.2.6 Escalate to the Council for further action where monies continue to be outstanding after the serving of a notice or notices.
- 2.3 Keeping correct books and accounts showing the financial affairs of the college including full details of all receipts and expenditures connected with the activities of the association, including:
  - 2.3.1 Ensuring compliance with any applicable legislation regarding the financial affairs of the college.
- 2.4 Providing financial statements and reports to the council, annual general meetings

and external organisations as requested or as required by college rules or by law;

- 2.5 Effecting and maintaining legally required and any other appropriate organisational insurance.

The Treasurer may be required to:

- 2.6 Preside as chairperson at an annual general meeting in the absence of the President, Vice President or Secretary;
- 2.7 Preside as chairperson at a meeting of the Council in the absence of the President, Vice President, Secretary or Censor in Chief;
- 2.8 Sign communications and legal documentation resulting from college business.

### 3. Election of an Executive

3.1 Any Council Member is eligible for election to any of the positions on the Executive.

3.1.1 Each Council Member standing for election on the Executive must be proposed by another Council Member.

3.1.2 If a Council Member stands for election for more than one position on the Executive, separate nominations must be received in respect of each position.

3.1.3 No more than one Executive position may be occupied by a Council Member unless agreed by most of the Council.

3.1.3.1 A nomination may be: (i) in writing, received by the Secretary not less than 24 hours prior to the Council Meeting at which the election is to take place and signed by the candidate and the proposer; or

3.1.3.2 made orally at the meeting, provided that the candidate is present and consents to the nomination.

3.2 The officer bearers are elected by members of the Council at the first meeting of the Council held after the postal ballot for Council members.

3.3 The Treasurer may serve no more than one term of two consecutive years.

### 4. SELECTION CRITERIA

The Treasurer must:

- 4.1 Be a Fellow member of ACCSM.
- 4.2 Be a current council member.
- 4.3 Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.

- 4.4 Have been actively involved in ACCSM governance, education, or member-related work.
- 4.5 Be available to undertake travel both interstate and internationally to represent ACCSM.
- 4.6 Have a good understanding of health policy, national health issues and political issues directly related to the professions of cosmetic surgery and medicine.
- 4.7 Have experience speaking publicly in relation to health policy and professions, and/or representing a comparable body, organisation, association, or society.
- 4.8 Have an understanding of budgeting, management accounts and financial reports.