

## Volunteer Branch Treasurer Role Description

<b>POSITION TITLE</b>	<b>Volunteer Branch Treasurer</b>	<b>DIVISION</b>	Volunteer Branch Network
<b>PRIMARY ROLE</b>			
Maintain Branch Financials and work with the Finance & Administration Manager to ensure the Branch financial management functions efficiently, and within the Can Assist guidelines.			

<b>BRANCH OPERATION AREA</b>	<b>ROLE</b>
<b>Branch Financial Administration &amp; Coordination</b>	<ul style="list-style-type: none"> <li>▪ First point of contact for communications on financial matters, must have access to email for correspondence</li> <li>▪ Monthly financial information to be sent to head office</li> <li>▪ Ensure branch financial transactions are made in accordance with Can Assist guidelines</li> <li>▪ Support the Finance &amp; Administration Manager with continuous improvement of services and processes</li> <li>▪ Ensure financial Paperwork is labeled and transferred to head office for central storage</li> <li>▪ Process financial assistance applications with branch executive, if applicable</li> <li>▪ Confidentiality of patients accessing Can Assist services is maintained at all times</li> </ul>
<b>Branch members and volunteers are working in safe and controlled environments</b>	<ul style="list-style-type: none"> <li>• Promote feedback from branch members regarding working safe practices</li> <li>▪ Incidents / Accidents reported to Branch &amp; Community Development Manager in a timely manner</li> <li>▪ Provide support and guidance to all branch members and volunteers as required</li> </ul>
<b>Promote and represent Can Assist in your local community</b>	<ul style="list-style-type: none"> <li>▪ Positively represent Can Assist and its management at functions, and while dealing with external groups and local media</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>▪ Fundraising activities are in line with the guidelines of Can Assist and the NSW Office of Liquor and Gaming</li> <li>▪ Ensures the Sydney Office is notified of all events</li> </ul>
<b>Branch Meetings</b>	<ul style="list-style-type: none"> <li>▪ Update branch members on monthly financials</li> </ul>