

Volunteer Branch Treasurer Role Description

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

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