**Position Description**

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| **Role** | **Treasurer** |
| Organisation | Hunter Organic Growers Society |
| Position Type | Volunteer |
| Grouping | Executive Committee |
| Expected Hours | 1 -2 hours per week, plus a 1 hour monthly committee meeting. Occasionally more time may be required to prepare reports. |
| **Organisation Description** | The Hunter Organic Growers Society is a not-for-profit community organisation run by volunteers in the Hunter Valley region.​We have been consistently promoting, providing education and building community around sustainable growing since 1979 - that's over 40 years!​Making connections is central to a strong community. We bring passionate growers and newbie green thumbs together, to share ideas about how we can create positive change and learn from each other. |
| Job Overview | You will be responsible for managing the finances of the organization. You must ensure* all money owed to the organisation is collected
* all payments authorised by the organisation are made and paid on time
* all payments are countersigned by 2 of the 3 signatories to the association’s account.
* books and accounts are kept showing the financial affairs of the organistaion, including full details of receipts and expenditure relating to the organisation activities.
* an annual financial report is prepared to submit to the Public Officer and for members at the Annual General Meeting.
* Attend the monthly committee meeting to provide an update on the current financial status of the organisation.
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| Reporting | Reports to the Executive Committee  |
| Skills & Training | * You will have reasonable computer skills and have a willingness and ability to learn new programs effectively.
* Full training and support will be provided by the outgoing team.
* Prior experience in account keeping desired but not required.
* A smile on your face, a team player, and willingness to learn and develop your skills!
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| Benefits | * Free household membership to the Hunter Organic Growers Society
* Excellent free training opportunity to learn new skills that are transferrable to employment or studies.
* Joining the tribe and making new friends
* That great feeling knowing you have contributed to helping more people learn and engage with organic growing and a sustainable lifestyle.
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| Contact | hunterorganicgrowersociety@gmail.comBarbara: 0402 052 248 (please leave a message if not answered.) |