**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. |
| 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! |
| 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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