The Treasurer is a person appointed by the members to be responsible for all funds received and expended by the Parent Forum and to maintain accurate records of the same.
Duties of the Treasurer:

It is incumbent all Executive Committee Members to become familiar with and act in accordance with the PF Constitution and other agreed Procedures. Each member should be fully aware of the Roles and Responsibilities of each Role within the Executive Committee.

Executive Committee Members will always demonstrate, re-inforce and encourage the following behaviors / actions at each meeting:

- Respect for all ...
- Courtesy to everyone ...
- Impartiality and willingness to listen ...
- Confidence to share ...

The Treasurer is expected to:

(a) be responsible for the receipt of all monies paid to the Parent Forum;

(b) Ensure that all Parent Forum spending decisions are made in accordance with the Constitution;

(c) pay all monies referred to in paragraph (a) into such account or accounts of the Parent Forum as the Executive Committee or College may from time to time direct;

(d) Instruct the College to make payments from the Fund on behalf of the Parent Forum;

(e) maintain the accounting records of the Parent Forum by:

- keeping such accounting records as correctly record and explain the financial transactions and financial position of the Parent Forum;

- keeping its accounting records in such manner as will enable true and fair accounts of the Parent Forum to be prepared from time to time;

- keeping its accounting records in such manner as will enable true and fair accounts of the Parent Forum to be conveniently and properly audited; and
• submitting to members at each AGM of the Parent Forum, accounts of the Parent Forum at the end of the current financial year.

• at each meeting, submit a financial statement and any other report as directed by the President;

• unless the members resolve otherwise at a general meeting, have custody of all securities, books and documents of a financial nature and the accounting records of the Parent Forum

(f) perform such other duties as are imposed by the Parent Forum Constitution.

**Estimated Time Commitment of the Treasurer**

It is expected that the Parent Forum Treasurer will require a time commitment of around 3 hours per month. This commitment will vary month to month. It is expected that the Treasurer will also be pro-actively involved in Parent Forum Organised Events.