

1. POSITION DETAILS

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| **Position title:** | **APAC Treasurer** |
| **Reports to:** | **APAC General Assembly** |
| **Position term:** | **Three years** |

1. INTRODUCTION

The APAC Treasurer is appointed by the APAC Executive Committee from the elected members of the APAC Executive Committee. The APAC Treasurer’s position ends when the elected member’s term ends.

The APAC Treasurer reports to the APAC General Assembly and will work closely and cooperatively with the APAC Executive Committee and General Assembly in fulfilling his/her responsibilities.

1. ROLES AND RESPONSIBILITIES

The APAC Treasurer is responsible for:

1. monitoring income and expenditure;
2. in collaboration with the Chair and APAC Secretary, preparation of an annual budget and its submission to the General Assembly;
3. submission to the General Assembly of the audited annual statement of expenditure, and the Treasurer’s commentary on that statement
4. KEY POSITION ACTIVITIES

| **Activity** | **Time Commitment** | **Frequency** |
| --- | --- | --- |
| Monitoring income and expenditure | 4 hours | Bi-monthly |
| Preparation of annual budget and preparation of budget proposal to the General Assembly | 3 days | Annually |
| Examination of and providing comments on audited annual statement of expenditure | 4 hours | Annually |
| Communications with APAC Secretary on budget issues | 2 hours | Ad hoc |
| Dealing with miscellaneous issues related to the budget, e.g. change of currency of membership fee, membership fee structure, etc | 1 day | Ad hoc |
| Preparation of budget strategies | 5 days | 3-4 years |

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

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| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document based upon APLAC SEC 062 Issue No 1. |
| End |  |