Western Australian Photographic Federation (WAPF)

Treasurer – Job Description

Treasurer – Western Australian Photographic Federation (WAPF)

Position Type: Volunteer
Reports to: WAPF Executive Committee
Works closely with: President, Vice President, Secretary, Competition Coordinators, Webmaster, Social Media Manager, Affiliated Club Representatives

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1. Purpose of the Role

The Treasurer is responsible for the financial stewardship of the WAPF. This role ensures the Federation's finances are managed responsibly, transparently, and in accordance with legal and constitutional requirements. The Treasurer provides accurate financial reporting, oversees budgeting, and supports the Executive Committee in making informed financial decisions.

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2. Key Responsibilities

Financial Management and Record-Keeping

- Maintain accurate and up-to-date financial records for all WAPF accounts.
- Process payments, reimbursements, invoices, and receipts in a timely manner.
- Reconcile bank accounts and ensure proper documentation for all transactions.
- Maintain secure digital records of financial documents.

Budgeting and Financial Planning

- Prepare an annual budget for approval by the Executive Committee.
- Monitor income and expenditure against the approved budget.
- Provide financial advice to support planning for events such as such as Annual Office Bearers Breakfast, interclub competitions, and promotional events (e.g. PhotoLive, Perth Royal Show Photographic Exhibition, etc).
- Provide financial advice to support planning for sponsorships
- Identify opportunities for cost savings or improved financial efficiency.

Reporting and Compliance

- Prepare monthly financial reports for the Executive Committee.
- Present a clear and comprehensive Treasurer's Report at the Annual General Meeting (AGM).
- Ensure compliance with the WAPF Constitution and WA incorporated association financial requirements.
- Prepare and lodge required financial statements or reports with relevant authorities.

Membership and Affiliated Clubs

- Coordinate annual affiliation renewals and manage the collection of annual affiliation fees from member clubs.
- Maintain accurate records of payments and club financial status.
- Work with the Secretary to ensure club registers and voting entitlements are up to date.

Event and Project Support

- Oversee financial aspects of WAPF events, competitions, and workshops.
- Manage prize payments, sponsorship funds, and event-related expenses.
- Support grant applications by providing financial data and documentation when required.

Banking and Financial Controls

- Manage WAPF bank accounts, online banking access, and authorised signatories.
- Ensure appropriate financial controls are in place, including dual-authorisation where required.

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3. Skills and Attributes

Essential

- Strong numeracy and financial literacy.
- Experience with basic bookkeeping or financial administration.
- High level of integrity, reliability, and attention to detail.
- Ability to present financial information clearly to a volunteer committee.
- Organised and consistent in meeting reporting deadlines.
- Excellent computing skills

Desirable

- Experience with accounting software or spreadsheets.
- Familiarity with financial requirements for incorporated associations (or willingness to learn).
- Understanding of budgeting for events or community organisations.
- Member of a photographic group and the WA photographic community.

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4. Time Commitment

- Approximately 2–4 hours per week, depending on activity levels.
- Additional time required around the AGM, budget preparation, and major events.

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5. Term of Appointment

- Typically aligned with the WAPF committee year.

- Full handover provided, including access to accounts, records, and financial procedures.

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6. Impact of the Role

The Treasurer plays a critical role in ensuring the financial health, transparency, and long-term sustainability of the WAPF. By maintaining accurate records, supporting responsible budgeting, and providing clear financial reporting, the Treasurer helps the Federation deliver high-quality services and events for the WA photographic community.