

AALA National Treasurer – Volunteer | Position Description

About the role

- Would suit candidates with financial knowledge and experience
- Oversee AALA's finances and membership
- The National Treasurer of AALA is responsible for managing the organisation's finances and membership

The Role

The National Treasurer is responsible for managing the organisation's finances and membership. The role is one of four office bearer positions of the National Executive Committee.

Specific Responsibilities

Finances

The National Treasurer manages the finances for the organisation. This includes, but is not limited to:

- Preparing financial accounts for the organisation with the assistance of professional accountants, and presenting it at the AGM
- Processing any banking including payments, reimbursements, managing the bank account and PayPal account
- Preparing a budget each financial year in anticipation of cash flow and provide a budget update to the Executive Committee on at least a quarterly basis

Membership

As membership fees comprise the majority of the organisation's finances, the National Treasurer is also responsible for managing the organisation's membership, supported by the National Secretary. This includes, but is not limited to:

- Addressing membership queries
- Managing corporate memberships, including processing renewals
- Providing any data analysis of membership composition or other internal membership questions
- Convening or co-convening the Membership Subcommittee within the Executive Committee

Executive Committee

The National Treasurer will also be expected to:

- Attend Executive Committee meetings every two months
- Contribute to other Portfolios/Subcommittees, such as Sponsorship, Secretariat and Governance, etc.

Required skills

Due to the nature of the role, there are specific skills that are required to effectively carry out the role of National Treasurer. These include, but are not limited to:

- Financial knowledge and skills, including banking, budgeting, financial investigation and reconciliation
- Data analytical skills, in particular in Microsoft Excel
- Time management and organisation skills
- Ability to manage stakeholders and work collaboratively

Time commitment

On average, the commitment for National Treasurer usually ranges between 5-8 hours a week, depending on activities, meetings, and queries. The candidate should be prepared for at least 2-3 hours at least twice a week.

Additional time to file emails accordingly is recommended to effectively manage requirements.

Term of appointment

12 months from the date of the Annual General Meeting.

How to apply

See Notice of Annual General Meeting.

About the organisation

Asian Australian Lawyers Association (**AALA**)

The AALA is the first incorporated association in Australia to focus on the growing number of Asian Australian lawyers in the profession, as well as other lawyers with an interest in Asia. Our members hail from more than 10 countries in Asia and, between them speak almost 20 different Asian languages and dialects. We have members from all walks of legal life, including students, lawyers and principals from small, medium and large firms, barristers, in-house and government lawyers. The objectives of AALA include:

1. To bring together members of the legal profession of Asian heritage and cultural background and others with an interest in Asia;
2. To provide a cohesive professional network to advocate for, and provide support to, our members and to benefit from shared learning and experience
3. To improve the capability and reputation of the members in the legal profession through raising public awareness and providing education;
4. To develop links with Asian legal associations and facilitate and promote access for members to Asian legal markets;
5. To promote and facilitate Asian cultural diversity in the senior ranks of the legal profession;
6. To promote a mutual understanding of Australian and Asian legal systems; and
7. Such other purposes as the association, by general meeting, may determine, as an independent, politically unaffiliated and religiously tolerant organisation.