

NZIFST Honorary Treasurer Position Description

General Details
<p>Title: NZIFST Honorary Treasurer</p> <p>Reports to: NZIFST Executive and Board</p> <p>Term of Service: Up to 2 terms of 3 years</p> <p>Approx time required: Approx 3 – 4 hrs per month</p>
The New Zealand Institute of Food Science and Technology Inc. (NZIFST)
<p>The NZIFST is a non-profit making Incorporated Society that is run mainly on a voluntary basis. The Institute is governed by its Constitution and adheres to a Code of Ethics.</p> <p>The Institute is managed by the Executive Committee which is elected annually and consists of the President (2-year term), Vice President (2-year term), Honorary Treasurer (max. 2 x 3-year terms), Immediate Past President and up to 3 elected members (rotating 3-year term).</p> <p>The Institute is governed by a representative Board of Directors which comprises the Executive Committee plus representatives from the branches.</p> <p>An Executive Manager manages the day-to-day matters of the Institute.</p> <p>The Honorary Treasurer role informs Exec & Board on all financial matters described in the key responsibilities listed below to enable financially sound decision making.</p>
Key Responsibilities of the Honorary Treasurer
<p><i>Budgets</i></p> <ol style="list-style-type: none"> 1. Working with the Executive Manager to monitor financial performance against the Current Annual Budget 2. Working with the Executive Manager to prepare the future Indicative Budget.

3. Reporting on the financial position of the Institute on a monthly basis to the Executive Committee, a quarterly basis to the NZIFST Board, and an annual basis to the NZIFST Annual General Meeting, and in the Annual Review.
4. Identifying potential future financial issues/opportunities, and bringing these to the Executive, Board and Members as required.

Finance Sub Committee

5. Leading the Finance Sub-Committee to manage:
 - a. Outside of budget expenditure evaluations
 - b. Risk Review analysis on a quarterly basis
 - c. Reserves Policy Review as required.
 - d. Anything else deemed appropriate for this Sub Committee.

Banking

6. Be the lead contact with the NZIFST bank of choice in order to provide assistance to the Executive Manager in obtaining information for daily financial management, auditing and any other requirements.
7. Set up and maintain Executive Member authorisations to Institute Accounts where appropriate.
8. Authorise bulk payments set up by the Executive Manager in conjunction with other appropriate members of the Executive as required.
9. Manage the NZIFST Investments, currently:
 - PIE Investment Fund
 - Term Deposits.
10. Set up any regular payments via internet banking.
11. Regularly check and sign all payment invoices made by the Institute.

Contracts

12. Read over and sign as appropriate, any contracts on behalf of the Institute that are beyond the Executive Managers authorisation limit. This may include but is not limited to:

- a. Venues for Institute Events, such as Conference.
- b. Venues for Events run by the Institute on behalf of another group.
- c. Contracts with contractors to the NZIFST, such as FoodNZ Editor, Executive Manager, special event managers.
- d. Annual Insurance Contracts
- e. Contracts to purchase software, equipment etc as required.

Auditing

13. As and when required by the Constitution, assist the Executive Manager in providing all required documentation to assigned Accountants and Auditors in order to file Annual Financial Statements with the Incorporated Societies Register.

Executive Committee and Board Responsibilities

14. Being an active member of the NZIFST Board and Executive.

Skills

- Excellent understanding of finances and financial reporting.
- Specific Understanding of treasurer's responsibilities under the ISA 2022.
- Able to allocate regular periods of time to preparing for and attending Executive Committee, Board and Finance Sub Committee Meetings
- Able to attend the NZIFST AGM to report on the Financial Situation to the members.
- Patience and people management skills in order to manage relationships with the NZIFST bank of choice.
- Must be a Professional or Fellow Member of the Institute.

Preferences:

- A strong commitment to NZIFST and Food Science and Technology.
- Enquiring mind and analytical skills