



89 Autumn Street, Geelong West, Vic, 3218

Ph: +61 400 435 313

hello@geelongrainbow.org.au

geelongrainbow.org.au

Position Description:

Organisation: Geelong Rainbow Incorporated (trading as Geelong Rainbow)

Reports To: Committee of Management

Commitment: 2 hour / week (Volunteer)

Position Overview & Objective

The Treasurer plays a vital governance role as an officer of Geelong Rainbow Incorporated, holding primary oversight of the organization's financial administration, compliance, and reporting. Reporting to the Committee of Management, the Treasurer is responsible for maintaining accurate financial records, handling banking transactions and receipts, managing accounts, and coordinating annual financial statements in accordance with the *Associations Incorporation Reform Act 2012*. The objective of this role is to safeguard the association's assets and ensure financial transparency, integrity, and regulatory compliance to support Geelong Rainbow's purpose of empowering and advocating for the local LGBTIQ+ community.

Key Responsibilities

Responsibility	Details	What Good Looks Like
Financial Management &	• Receive all moneys paid to or received by the Association and issue receipts in the name of the Association.	• All incoming funds are receipted promptly and deposited within the strict 5-working-day timeframe¹



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Banking		
Financial Record Keeping & Custody	• Maintain complete, correct financial records that explain all transactions, financial position, and performance as required by the Act. • Keep financial records for the current financial year in safe custody/control and retain records for 7 years. • Ensure at least one other committee member has access to the accounts and financial records.	• Financial records are organized, up-to-date, and retained securely for the required 7-year statutory period. • Systems allow seamless secondary access to accounts to ensure continuity and transparency
Financial Reporting & Compliance	• Coordinate the preparation of annual financial statements for Committee certification prior to the AGM. • Submit certified financial statements to the Annual General Meeting. • Ensure lodgement of financial statements, accompanying reports, certificates, and fees with the Registrar.	• Annual financial statements are prepared accurately and on time for Committee review and AGM presentation. • Regulatory lodgements with Consumer Affairs Victoria / Registrar are completed within statutory deadlines.
Governance & Committee Participation	Exercise powers and discharge duties with care, diligence, in good faith, and for proper purposes.	• Active, ethical engagement in Committee decision-making with transparent disclosure of conflicts.



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	• Disclose any material personal interests and abstain from relevant discussions/votes. • Attend regularly scheduled committee meetings and report on current financial standing	• Clear, accessible financial reporting provided to the Committee to enable informed governance decisions.
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Authorised By:

Parker Rettke, MBA.
President – Geelong Rainbow

Christie Keyser
Vice President – Geelong Rainbow