

## Treasurer

Xuan Nguyen (MBBS V)

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<b>Name of position:</b>	Treasurer
<b>Elected:</b>	At AGM, by secret ballot
<b>Position description and main roles:</b>	<p><u>Educate. Inspire. Empower</u></p> <p>The treasurer plays a vital role in ensuring that the events and activities engaged with by Insight are in line with our values as an organisation. Functionally, this occurs by acting as a gatekeeper financially. All funding must be approved by the treasurer and the exec prior to allocation.</p> <p><u>Practical roles</u></p> <p>Setting the yearly budget (in consultation with the rest of the exec)</p> <p>Maintaining the yearly budget whilst making sure committee members stick to it through mini-budgets, processing reimbursements, generating invoices</p> <p>Monitoring Insight's finance and updating the executive on Insight's financial state; the Treasurer must be aware of Insight's financial position at all times and this is heavily reliant on accurate record keeping.</p> <p>Creating a draft budget for the incoming exec at the end of the year</p> <p>The treasurer also closely collaborates with the IT officer and has a supervisory role over the IT portfolio.</p> <p>In addition to the role of Treasurer, you are a member of the Insight Executive. You are involved in administrative decisions on behalf of Insight and are strongly encouraged to attend as many Insight committee meetings and events as possible.</p>
<b>Positives of position:</b>	<ul style="list-style-type: none"> <li>● Getting to work with/talk to everyone in the committee at least once</li> <li>● Most of your work as Treasurer can be done on your computer and is relatively simple once you've familiarised yourself with it</li> <li>● Being able to work with the Exec, steer the long term direction of Insight, and gain a greater understanding of how Insight operates</li> <li>● Being able to see the full range of activities Insight is involved with</li> <li>● People like you when you reimburse their money quickly (Aiming to send reimbursements within a few days)</li> </ul>
<b>Negatives of position:</b>	<ul style="list-style-type: none"> <li>● Processing reimbursements and updating the spreadsheet can be tedious</li> <li>● Having to tell people and organisations 'no' when it comes to spending</li> <li>● It can be difficult to carry out your Treasurer roles when you don't have access to your computer or the internet</li> <li>● Annual budget may have to change throughout the year e.g. if a large sum of money is unexpectedly gained/lost</li> <li>● Handling cash and depositing at the bank</li> </ul>
<b>Time required:</b>	About 2-5 hours a week. This is more at the start of the year whilst you're still familiarising yourself with your roles and preparing the budget or during event times.
<b>Ideas for the future:</b>	More frequent communication with committee members, particularly concerning their event budgets, potentially creating and distributing a 1 page summary document of the budget to the committee.
<b>Experience required:</b>	Basic Excel skills in order to update and edit the Treasurer budget spreadsheet is the only requirement. Previous budgeting experience is helpful, as is good financial literacy. A good

balance between doing tasks quickly but more importantly efficiently and correctly is also important.

**Past office bearers:**

2023: Xuan Nguyen (MBBS V)  
2022: Jeffrey Sung (MBBS III Hons)  
2021: Huy On (MBBS III)  
2020: Vi-Seth Bak (MBBS III)  
2019: Jude Dejanovic (MBBS IV)  
2018: Joss Lines (MBBS IV)  
2017: Thomas O'Neill (MBBS VI)  
2016: Matthew Borg (MBBS VI)  
2015: Hiep Tu (MBBS IV)  
2014: Samuel Kwok (MBBS V)  
2013: Joule Li (MBBS IV)