



New Zealand Anaesthetic Technicians' Society

Role Description - Treasurer

The Organisation

New Zealand Anaesthetic Technician Society (NZATS) is the professional body representing Registered and Trainee/Student Anaesthetic Technicians within Aotearoa New Zealand. NZATS believes in advocating for excellence in patient care in collaboration with other health care professionals and organisations. We commit to be a leading voice that supports and promotes quality and patient care.

NZATS provides up-to-date continuing professional development opportunities, trainee/student education and support to the membership by tirelessly promoting the profession. For more information, please visit our website, www.nzats.co.nz

Functional Relationships

- Members
- Executive Committee Members and Sub Committee Members
- Regional Representatives
- Accountants/Banking provider

Principle Objective

The Treasurer is responsible for the effective delivery of membership services, and is responsible for the effective delivery of financial policy and budgetary outcomes.

The ideal candidate will have the following qualifications/attributes;

- Registered Anaesthetic Technician - Practicing within the healthcare sector.
- Organised and diligent with relevant experience and or interest
- Excellent communication skills and connections within the healthcare sector and stakeholders.
- Personal qualities of integrity, credibility, and a passion for the profession.

Key responsibilities

- Setting of Financial Policy and financial viability is maintained, monitored and improved
- Report on financial position of the NZATS at all Executive meetings and have the authority to

grant or withhold final fiscal approvals at the discretion of the President

- Manages all aspects of budgets with financial controls while seeking opportunities to increase revenues and reduce costs
- NZATS Accounts are audited annually and a report is presented at the AGM
- Ensures NZATS complies with all legislative requirements and standard accounting practices
- Business transactions are conducted ethically, morally and legally
- Assures adherence of the functions and responsibilities in accordance with the regulations of the society

Board terms/participation

NZATS executive members serve a three year term. The position will then be elected in accordance with NZATS Inc. regulations. Executive Committee meetings are held five times a year. Attendance is expected face to face or via teleconference. There may be additional committee and network meetings as required. Service on NZATS Executive Committee is without remuneration, except for administrative support, travel, and accommodation costs in relation to duties.