

<b>Role title</b>	<b>Treasurer</b>
<b>Principal function</b>	Collecting, banking and accounting for dana, making and accounting for payments of expenses and donations, determining the appropriate level of the Sangha's financial reserves, reporting financial stewardship to the Sangha.
<b>Duties</b>	The current treasurer has prepared a full description of the duties.
<b>Accountability</b>	To the whole sangha. The person holding this role will also be a member of the Caretaking Council.
<b>Time commitment</b>	Will vary but should average less than two hours a week and one hour a week for Caretaking Council matters. The role holder also needs to expect to be able to attend the majority of sangha meetings to collect the dana.
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Some familiarity with simple bookkeeping</li> <li>• Basic computer skills including simple spreadsheets</li> <li>• Well organised and methodical with attention to detail</li> <li>• Able to satisfy the sangha's bank's client identification requirements (i.e. able to provide passport, utility bills, bank statements etc)</li> <li>• An established and trusted member of the sangha</li> </ul>
<b>Equipment needed</b>	Computer, word processing program, spreadsheet program, email, telephone
<b>Mentoring available</b>	The current treasurer and another member of the sangha will be able to provide advice and assistance.