



Position Description: Treasurer

1. Overview

The Australian Association of Musculoskeletal Medicine (AAMM) is established for the public charitable purposes of:

- (i) advancing the education of registered medical practitioners with interests pertaining to the musculoskeletal system; and
- (ii) advancing the health of people through musculoskeletal treatment, therapy, and advice.

The AAMM is governed by the Board of Directors ('The Board'). The Board includes the AAMM Directors, who are referred to collectively as 'the Board'. The Board has responsibility for, and oversight of, the core objectives of the AAMM.

This role is responsible for the ongoing development, facilitation, promotion, and review of AAMM business across Australia.

2. Term of Appointment

Each elected Director will hold office from the end of the Annual General Meeting at which they were elected until the beginning of the next Annual General Meeting following their election, at which time they will retire but will be eligible for re-election at that Annual General Meeting.

3. Roles and Responsibilities

The Treasurer will manage the finances of the AAMM including collecting and disbursing all funds of the AAMM.

At the Annual General Meeting and at meetings of the Board, the Treasurer is to report in writing, the balance of money on hand and any existing appropriations which may affect it.

Other duties may include:

- 3.1. Attending meetings, presentations, forums, or other events as the AAMM representative.
- 3.2. Sign communications and legal documentation resulting from AAMM business.



4. Election of Directors

The election of Directors will take place in the following manner:

- a) Any Member may nominate any other Member to serve as a Director.
- b) The nomination of any Member as a candidate for election as a Director must be in writing and signed by the nominated person and their proposer and seconder. The nomination must be lodged with the Secretary at least 14 days before the Annual General Meeting at which the election is to take place.
- c) If there are more candidates nominated than there are vacancies, balloting lists will be prepared containing the names of the candidates in an order determined by lot. The Board may determine the method of the ballot. Each Member is entitled to vote for any number of candidates not exceeding the number of vacancies.
- d) If there are no more candidates nominated than there are vacancies, then the chairperson of the Annual General Meeting will declare those candidates elected as Directors.
- e) If there are not enough candidates nominated to meet the required minimum number of Directors, the Board must appoint a Member as Director, subject to their consent, so that the Board consists of at least the minimum number of Directors.

5. Selection Criteria

The Treasurer must:

- a) Be a current Ordinary member of AAMM.
- b) Be in good standing with the Australian Health Practitioner Regulation Agency (AHPRA) with no outstanding conditions, undertakings, or reprimands.
- c) Have been actively involved in governance, education, or member related work either for the AAMM or a similar organisation.

For information on the legal requirements for Directors, please refer to the *FACT SHEET – Company Limited by Guarantee, Directors Duties*.