



Role Description

Semi-Circle Treasurer

Purpose

The Semi-Circle Statutes provide that the Treasurer is “responsible for handling all financial affairs of the Association”. Specific statutory tasks include rendering:

- an income and expenditure account after each public production to the Committee; and
- an annual Statement of Account for the previous financial year to the Annual General Meeting.

Finally, there is a statement that “no financial commitment shall be undertaken without the prior consent of the Treasurer or the President.”

Accountabilities

1. Manage the Semi-Circle accounts with PostFinance (main account) and PayPal and TWINT (for online payments made via the Semi-Circle website).
2. Manage and safeguard cash-on-hand.
3. For each production:
 - produce a draft production budget for approval by the Committee;
 - ensure that online ticketing is set up via the website;
 - organise a cash float for door ticket sales;
 - deposit cash receipts in the Semi-Circle bank account;
 - pay the expenses of the production, either directly or by reimbursing the volunteers who have incurred the expenditure;
 - keep an accurate record of the production income and expenditure; and
 - produce a profit and loss statement following the production.
4. Issue invoices for advertising in the production programmes and follow up with advertisers if these remain unpaid.
5. Keep a record of Semi-Circle membership, whether members pay in person or via the website.
6. Collect non-production income and pay non-production expenses (e.g. AGM, annual dinner, play readings, rent for storage facilities, insurance premiums, fees and charges for wix etc.).
7. Keep an accurate record of all non-production income and expenditure.
8. Produce an overall profit and loss statement and balance sheet at the end of each calendar year for review by the auditor.



Key Attributes

- Honesty and reliability.
- Numeracy.
- Good organisational skills.
- Attention to detail.

Other tasks which are not related to the duties of the Treasurer

1. System administrator for the Semi-Circle website (wix)
2. Monitoring and responding to Semi-Circle's incoming and outgoing emails through the Gmail account (semicirclebasel@gmail.com).
3. Setting up a postal address for the Semi-Circle with SwissPost using the address of the secretary and acting as designated recipient of incoming post via this channel.