### Vice President

1. It is the duty of the vice president to assist the president to fulfil their responsibilities.
2. The vice president has the powers and duties relating to convening and presiding at committee meetings and presiding at general meetings provided for in these rules on behalf of the president as and when required.

### Treasurer

The treasurer has the following duties —

1. ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association’s name;
2. ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
3. ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
4. ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
5. ensuring the safe custody of the Association’s financial records, financial statements and financial reports, as applicable to the Association;
6. if the Association is a tier 1 association, coordinating the preparation of the Association’s financial statements before their submission to the Association’s annual general meeting;
7. if the Association is a tier 2 association or tier 3 association, coordinating the preparation of the Association’s financial report before its submission to the Association’s annual general meeting;
8. providing any assistance required by an auditor or reviewer conducting an audit or review of the Association’s financial statements or financial report under Part 5 Division 5 of the Act;
9. carrying out any other duty given to the treasurer under these rules or by the committee.