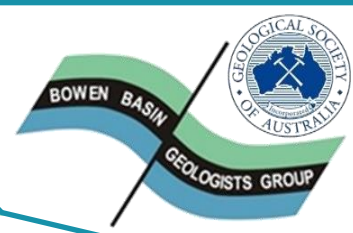


BBGG EXECUTIVE RESPONSIBILITIES



Position: BBGG Treasurer

Status: Volunteer

Overview: The BBGG Treasurer is a member of the [Geological Society of Australia](#) (GSA), and also holds the position of Treasurer of the Coal Geology Group (CGG). This person is generally well known in the Queensland coal industry and by members of the BBGG. They do not need significant experience in book-keeping, but must have sufficient exposure to responsible management of finances.

- Key Duties:**
- Preparation, tracking and reporting of budgets for the BBGG (including the Bowen Basin Symposium) and CGG.
 - Liaising with the GSA to ensure financial matters of the BBGG and CGG are controlled and well understood.
 - Authorisation responsibilities as a primary signature for BBGG and CGG bank accounts, including the sole responsibility of the CGG credit card and CGG & BBGG cheque books.
 - Authorisation of payments for BBGG and CGG Events, including, but not limited to Joint CGG-BBGG Technical Talks, BBGG-ACARP Meetings, Leichhardt Award Dinner, Bowen Basin Symposium, etc.
 - Attending and reporting financial matters at CGG Meetings for the BBGG and CGG.
 - Verification of the BBGG and CGG ledgers prepared by the GSA for end of financial year reporting to the ATO.
 - Attending a large majority of BBGG-hosted events, including, but not limited to, Quarterly BBGG Meetings, BBGG-ACARP Meetings, The Leichhardt Award Dinner and the Bowen Basin Symposium.
 - Being a key member of the Bowen Basin Symposium (BBS) Organising Committee to organise the 5-yearly Bowen Basin Symposium. Activities include (but are not limited to) budget preparation, authorisation of payments, and reconciliation of accounts.
 - Working with the Chair of the BBGG & BBGG Secretary to ensure the requirements of the Memorandum of Understanding (MoU) with the GSA are upheld.
 - Promoting the BBGG and its activities at events, on social media, and via email.
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