



POSITION DESCRIPTION - TREASURER

The Treasurer has the responsibility of managing the financial affairs of the club, protecting of the club's cash and assets. The Treasurer is responsible for the volunteers who handle cash and assets; ensuring the collection of all revenues and payment of all financial obligations, and the accurate recording of all transactions.

SKILLS AND REQUIREMENTS:- Preferred background in bookkeeping or accounting with experience using MYOB accounting software; Effective communication; Sound knowledge of the financial requirements of a sporting association.

ORGANISATIONAL RELATIONSHIPS:- All Committee and Sub-Committee of the club; Members and Volunteers; Local and State Sporting Association; Members of Parliament both Local/ State/Federal.

KEY RESPONSIBILITIES

- All Committee Members must ensure the club complies with all legislation - Association Incorporation; Member protection, welfare and safety; Fund Raising; Food Handling; Liquor Licensing Laws; Office of Fair Trade and National/State/Local Sporting Associations.
- All Committee Members must ensure the club is run according to its rules (constitution), purpose, policies and procedures.
- All Committee Members must oversee the financial affairs of the club, ensuring the club stays solvent.
- All Committee Members must ensure the sustainability of the club, both financially and membership.
- All Committee Members must create and manage a risk management plan that minimises risks associated with all club activities.
- All Committee Members must plan, define and deliver the clubs objectives and strategic plan for the future.
- All Committee Members must create club culture, ensuring the sporting, competitive and social needs of members are met.
- All Committee Members create and implement a succession plan for all roles within the club. Collect, protect, maintain and hand over critical club information from one year to the next.
- All Committee Members assist with maintaining, issuing and receiving all club equipment during the season.
- All Committee Members to be available to assist with Club Opening and Closing; Game Days; Club Functions.
- Treasurer must be fully aware of the financial position of the club at all times.
- Treasurer must ensure that adequate records are kept regarding the club financial transactions, including prompt payment of invoices and deposits of monies received.
- Treasurer must manage the clubs cash flow and maintain a working level of petty cash.
- Treasurer must prepare regular bank account reconciliations.
- Treasurer must ensure that other club members do not handle, deposit, pay out or otherwise deal with club funds without prior knowledge.
- Treasurer must ensure that the quarterly BAS statements are submitted as required by law.
- Treasurer must prepare and present a financial report at each committee meeting.
- Treasurer must prepare annual (30 September) financial accounts for auditing and provide the auditor with information as required.
- Treasurer must present full financial statements provide by the auditors to the AGM, and be prepared to answer any questions.
- All Committee Members must act in the best interest of the entire club and its members at all times, and not use their position for promotion of an individual.