

## TREASURER

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** President & Committee

### PURPOSE OF THE ROLE

The Treasurer is responsible for the financial supervision of the club to allow the committee to provide good governance. The Treasurer will regularly report on the club's financial status to both the committee and the club members.

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Financial accounting or bookkeeping experience
- Computer skills
- Effective communications skills
- Honest/Trustworthy
- Ability to maintain accurate financial records in the clubs accounting system

### DUTIES AND RESPONSIBILITIES

Prior, during and post season the duties of the Treasurer may require but are not limited to:

- Ensuring the committee is empowered to manage the financial affairs of the club, this includes:
  - Preparing a club budget and cash flow projection each year
  - Financial transactions are recorded into the clubs accounting system
  - Maintaining a list of club assets and liabilities
  - Provide a monthly profit and loss reports
  - Provide a list of revenues outstanding and payments to be made
- Provide protection of the club's cash, assets and the volunteers who handles them, this includes:
  - Implementation of financial management procedures
  - Control of the club bank account(s).
  - Ensuring payments are undertaken via Electronic Funds Transfer
  - All money that is due to the club is collected
  - As much revenue as possible is collected using online payments



- Ensuring all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, this includes:
  - Produce the financial report to members and to be presented at the Annual General Meeting
  - Ensure an audit or review is complete in time for the financial reports to be presented at the AGM
  - Undertake all legislatively required reporting and submissions
- At the end of each year review and update position description to ensure it continues to reflect the requirements of the role.

**TIME COMMITMENT** 2 - 6 hours per week or as requested