



Position Description

Date of Issue:- 02 February 2008

Position Title:- Treasurer

Reports To:- President and Members

Purpose of Position:- The Treasurer is the chief financial management officer for your Club.
The Treasurer should also be the chair of the Finance Committee of the Club (if one exists).

Responsibilities and Duties

The Treasurer shall:

- Prepare a budget and monitor it carefully
- Keep the Club's books up-to-date
- Keep a proper record of all payments and monies received
- Keep details records of all club subscriptions received by category of membership
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report for the AGM
- Send out accounts
- Pay the bills
- Any other duties or responsibilities imposed by the Club's Constitution or requested by the Club's Management Committee.
- Ensure that annual returns are filed with corporate affairs department (re: incorporation) and other external agencies as required.
- Maintain an asset register of club equipment.
- Manage all activities associated with the Australian Sports Foundation (donations, banking, returns etc).

Knowledge and Skills Required

Ideally the Treasurer should be:

- Well organised with some accounting knowledge
- Able to allocate regular time periods to maintain the books
- Able to keep good records and manage financial records either manually or by computer
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

Estimated Time Commitment Required and Period of Appointment

The estimated time commitment required as the Treasurer is 8 hours per week during the season and 4 hours out of season.

The Treasurer is appointed for a 12 month term elected annually at the AGM.