



Position Description – Volunteer Club Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

Desirable Attributes:

- Good Organizational Skills
- Has some financial expertise – knowledge of MYOB software
- Ability to maintain accurate records.
- Dedicated Club Person
- Honest/Trustworthy
- Computer/technology skills
- Good communication skills
- Have a current Police check or willing to undertake one.
- Basic knowledge of MYOB

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances.
- Administer all financial affairs of the Club.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- Ensure development and Committee review of financial policies and procedures.
- Support any required auditing processes.
- Receipt of all incoming monies
- Bank all monies received.
- Pay all accounts.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Monthly financial reports – present at monthly committee meetings
- Arrange and dispatch invoices for all payments.
- Issue yearly registration fee.
- Keep accurate record of all membership payments.
- Be a signatory on club account.
- Organise a club Audit prior to the Annual General Meeting
- Organise floats and change required for the canteen and events.
- Be available to attend Executive Meetings
- Lend a hand with general committee duties on game days.



Needed:

- Receipt Books (supplied by club)
- MYOB knowledge
- Cheque books – to be provided by outgoing Treasurer.
- Bank deposit book – to be provided by outgoing Treasurer.
- Computer with printer
- Calculator
- Copy of the club constitution