

Treasurer



The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations.

The Treasurer is primarily 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 when required.

Responsibilities

The general responsibilities of the Treasurer may include, but certainly not limited to the following responsibilities.

Knowledge

To successfully undertake the role of Treasurer the role requires the person:

- To be well informed of all club activities, especially those of all sub committees
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders
- Strong understanding of the legal and compliance obligations of running the club

Governance

Key governance responsibilities include ensuring the club:

- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash and that appropriate safeguards against fraud are in place
- Act as a signatory for the club in all financial matters
- Pay all accounts
- Ensure all monies received are banked
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Support any required auditing processes
- Ensure financial compliance, taxation and legislative obligations are met

- Volunteers are trained and supported throughout the year to undertake their roles successfully in regard to financial transactions and money handling.

Meetings

- Prepare and circulate, at least 4 days prior to each committee meeting the financial reports and any other information required to be considered by the committee
- Present the audited financial report to the Annual General Meeting

Communication

- Ensure that all sub-committees are aware of the financial processes they are expected to follow
- Liaise with all relevant stakeholders
- Advise the Club Committee of any changes to reporting requirements.
- Immediately advise the Club President should any issues be identified

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club Secretary of the conflict who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year a key activity of the Treasurer will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- Can communicate effectively
- Is well informed of all other tasks — respond to general duties as directed by the club
- Can oversee organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

The estimated time commitment required as the Treasurer is 1 to 2 hours per week.