

Treasurer – Position Description

Treasurer

Responsible To

The Treasurer is the chief financial management officer for the (Club). The Treasurer is directly responsible to the President and members of (Club).

Tasks

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the (Club) financial records up-to-date
- Collect monies of the Club
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Produce an annual financial report for the AGM
- Be aware of the (Club) banking procedures.
- Pay all the accounts for the (Club).
- Support the committee in areas of governance and planning

Benefits

Being the Treasurer of the (Club) is an opportunity to contribute to the overall development of the Club. The (Club) committee is a friendly, dedicated team who welcomes new members.

- 100% of expenses reimbursed (e.g. administration and training) related to the role of Treasurer.
- Access to training and development workshops and seminars.
- Opportunity to work in a positive and encouraging environment.
- Discounted Club fees

Knowledge and Skills Required

Ideally a Treasurer is someone who:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Be a member of the (Club) and abide by its policies.
- Knowledge of the (Club) operations, rules and policies in regards to financial management.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

Appointment terms and Time Commitment Required

- The Treasurer is appointed for a term of 12 months.
- The estimated time commitment required as the Treasurer of (Club) is “X” hours per week.
- Attendance at monthly Committee Meetings (approx “X” hours in length)