

POSITION DESCRIPTION **TREASURER**

STATUS: This position holds a place on the

MANAGEMENT COMMITTEE

TERM: The terms of this position are as follows:

Time Frame:	Must be available for 2 years
Resources:	Out of pocket expenses – Phone, travel, consumables (approved by the committee)
Recognition & Reward:	Reward \$500 p.a. and free t-shirt

OBJECTIVES OF THE POSITION:

- Provide effective financial management to ensure the future financial stability and growth
- Provide relevant financial information to members as requested to ensure members clearly understand the allocation of organisation's funds.
- Monitor income and expenditure to ensure all committees and individuals maintain budgetary restraints and the relevant processes.
- Provide financial reports in accordance to the constitution, government regulations and members.

KEY OBJECTIVE FOR THIS POSITION

"To support the Management Committee in maintaining high standards of financial record keeping, policy implementation and communication within the organisation".

FUNCTION OF THE POSITION:

- Maintain the financial records of the organisation.
- Ensure the appropriate financial management (budget/cash flow forecasts) are implemented.
- Manage the setting of financial management standards and risk reduction strategies /procedures

INTERACTION: The position will be expected to interact with these committee/individual positions:

Governing bodies	Staff, Volunteers - handle money/spend funds	Sub-committees
Management Committee	Government agencies	Corporate partners

OUTCOMES /PERFORMANCE MEASURES

OUTCOME	KPI (HOW WE WILL MEASURE SUCCESS)
Successful financial planning	All future budget requirements and investments are managed effectively and maintained appropriately.
Successful financial management	All committees and individuals always follow budgetary and financial management requirements. All financial records are accurate, maintained and up to date. All financial reports are provided monthly.
Meet government requirements	All legislation, grant and acquittal processes are managed and delivered in the formats/processes required to meet legal obligations.
Operational objectives achieved in timeframe	All operational task /actions are delivered within the designated timeframes and expected standards of the position task sheet and organisations strategic and operational plan

VISION	Is to continue to improve and develop the club and secure its future.
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VALUES	Develop a club that promotes our clients, volunteers, spectators and delivers their needs.
GOAL	To continue to develop the club while providing an activity that is fun, safe and enjoyable for all.

TRAINING REQUIREMENTS FOR THIS POSITION: The holder of this position requires training in these areas in order to promote success:

Induction Training
Organisations financial management process

POLICIES & PROCEDURES REQUIRED TO UNDERTAKE THIS POSITION:

Code Of Conduct – Players	Member Protection Policy
Code of Conduct – Parents & Spectators	Photography Policy & Procedure
Child Protection Policy	Procedure for Handling Allegations of Child Abuse
Child Protection Procedure	Recognition & Reward Policy & Procedure
Disciplinary Action & Dismissal Policy & Procedure - Volunteers	Risk Management & Safety Policy & Procedure
Disciplinary Action & Dismissal Policy & Procedure – Players, Parents, Visitors	Social Media Policy & Procedure
Equal Opportunity Employment Policy & Procedure	Substance Use & Abuse Policy & Procedure
Grievance Procedure	Volunteer Induction Policy & Procedure Expectations & Commitment
Harassment & Sexual Abuse Policy & Procedure	Volunteer Training Policy & Procedure
Incorporation requirements	
Management & Support Policy & Procedures	

REVIEW OF POSITION DESCRIPTION:

This position description will be reviewed

DATE / / **BY** Whole Committee

Was conducted in consultation with the person/s holding this position

REVIEW OF POSITION PERFORMANCE:

This individual's performance will be reviewed

DATE / / **BY** 2 persons elected by the committee + 1 external person

Was conducted in consultation with the person/s holding this position

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position.

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant.

POSITION HOLDER

NAME	SIGNATURE	DATE
		/ /

WITNESSED BY

NAME	SIGNATURE	DATE
		/ /

This document is supported by a "Task Sheet" which clarifies the specific tasks, risks levels and timeframes for completion for this position.

DETAILS FOR PAYMENT OF REWARD

Name of Account	
Bank	
BSB	
Account No	

TASK SHEET

		TREASURER	
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Ensure that all the responsibilities under the Association's Incorporation Act are discharged.	H	Receive all dollars and immediately issue a receipt.	Always
	H	Deposit funds in the association's account within a reasonable time. Enter amounts and payments in the association's cash books.	Within 7 days
	H	Be the first signatory for electronic banking and for cheques.	Always
	H	Balance the cash book and financial institution accounts regularly (regulation 12, schedule 5).	Monthly
Manage and record the financial position.	H	Utilise the modern financial record systems such as MYOB.	Always
	H	Manage the financial control/monitoring procedures.	Always
	H	Oversee the collection of revenue and expenditure including the collection of player registration fees within 7 days of registration.	Always
	H	Pay club accounts in a timely manner in accordance with agreed budget allocations when due. Arrange payment of reimbursements within 7 days of request. Arrange payments for volunteers at agreed intervals. Maintain accurate records of invoices/requests for payment and authorisation as required by auditor.	Always
Preparing of annual budget	H	Work with Management Committee and others as determined by the Management Committee to develop a yearly budget. Refer to the Assets Register and include asset replacement in considerations to determine the budget.	Prior to start of the season
	H	Develop a fee and reward structure in consultation with other members of the Management Committee.	Prior to start of the season
	H	Monitor expenditure against budget items and present proposals to rearrange budget allocations as required.	Monthly
	H	Develop a tool for recording and tracking cash in and out.	Always

TREASURER

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Reports	H	<p>Work with Management Committee and others as determined by the management Committee to ensure financial reports are completed.</p> <p>Produce profit and loss statements/statement budget comparisons and cash forecasts.</p> <p>Provide the Management Committee with a regular evaluation of the position and the information contained within the reports.</p> <p>Provide reports at every Management Committee Meeting in a consistent format as agreed by the Management Committee.</p> <p>Present the latest bank account statements at every Management Committee Meeting.</p> <p>Be able to answer any questions asked about finances by the management Committee or other club members.</p> <p>Highlight all minor and significant shifts within the financial status.</p>	Monthly
Manage the audit process	M	Make recommendations regarding the engagement of the auditor, the extent of the auditor's role,	Yearly
		Be available during the audit process.	Yearly
	H	<p>Arrange audit process at end of club financial year.</p> <p>Present Audit Report to the AGM.</p> <p>Assist Secretary with report to Office of Fair Trading following the AGM and the Audit Report.</p>	Yearly
Policy and procedures	H	As a Management Committee member, be aware of the content of all policies and procedures ensuring that they are reviewed yearly.	Always
Confidentiality	H	Implementation of the code of conduct and confidentiality requirements of the Management Committee.	Always
Planning/risk reduction task	H	As a Management Committee member, manage the outcomes of the operational plan and risk reduction tasks.	Always
Volunteer Management	H	Ensure that the recognition and reward program for volunteers has been implemented.	Always
Cash Management	H	Implement effective cash management procedures with regard to cash received at various points including Canteen and	Always

TREASURER

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
		Merchandising	
Asset Management	H	<p>Work in consultation with the Facilities Operation's Manager and other Management Committee members to develop and maintain the Assets Register which is accurate at all times.</p> <p>Review assets register regularly and highlight the need for asset replacement as the expiry of an asset approaches.</p>	<p>Monthly</p> <p>Monthly</p>
Grant Acquittals	H	<p>Monitor expenditure of grant funds.</p> <p>In consultation with the Grants Officer prepare and submit grant acquittal documentation to meet expected deadlines.</p>	<p>Always</p> <p>Always</p>
Oversight operation of Canteen and Merchandising		<p>Oversee the holders of the Canteen Convenor and Merchandising Officer roles.</p> <p>Oversee stock control, purchase needs and cash management system with regard to canteen and merchandising.</p> <p>Oversee volunteers assisting with canteen and merchandising.</p>	Always
Client service	H	Provide a service to the members of the organisation and work co-operatively with other members of the Management Committee, sharing the work equitably	Always
AGM and Committee Meetings	H	<p>For AGM contribute to the Management Committee Report presented at the meeting.</p> <p>For Committee meetings provide a report on financial matters (portfolios).</p>	Always
Attendance at Club Activities and Functions	M	Attend and participate in club activities and functions including sign-on, WPC Academy, T10 competition, major Social functions and the Presentation Function	Always

KEY RISKS

<p>To the Club is when</p>	<ul style="list-style-type: none"> you operate independently (it's the members money not yours) you don't report regularly and in a manner that enables the committee to make informed financial decisions you don't know or implement the tasks of your position within the timeframes allocated you don't know the legal requirements of the club (constitution, leases, rules, or funding obligations) you work in isolation attempt to do everything on their own and you don't delegate the club is worse off, because of the way you and other members of the team manage
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KEY RISKS

	<p>decisions</p> <ul style="list-style-type: none"> • you don't consider the impact your decisions may have on the future existence of the club • you don't communicate effectively with the committee or with club members • you operate to further your own personnel agenda • you are not respectful to other members of committee, volunteers or members
To club performance is when	<ul style="list-style-type: none"> • you don't recognise that you need help • you don't understand the important of auditing, reporting and tracking financial performance. • you don't ensure that the administration and management needs are appropriately financed &/or supported. • you don't recognise, reward and support club volunteers for their contribution
To the YOU when	<ul style="list-style-type: none"> • you are set up for failure because the members or your own expectations are too high • you are placed in situations where you are required to make decisions on your own • members refuse to provide the resources required to administer the club • you are Burn out- To prevent burn out, ensure your duties are realistic -the club must "spread" & you must "delegate" responsibility... if you do too much and don't delegate you burn out and it will difficult to find another volunteer and all your hard work will be lost

I have read and understood all the policies, procedures and requirements expected of this role.

I agree to be bound by any Code of Behaviour and Policies of WPC for the time being in force, including Australian Cricket's 'Looking After our Kids' Code of Behaviour for Affiliated Associations and Clubs.

**NAME OF POSITION
HOLDER:**

**SIGNATURE OF
POSITION HOLDER:**

_____ **DATE** / / _____