

POSITION DESCRIPTION

PRIMARY PURPOSE OF POSITION

The role of the Treasurer is to be responsible for the financial supervision of the Association to ensure the Committee can be financially informed when making Management decisions for the Association.

Key Responsibilities

Duties include but are not limited to:

- Ensure (club name) promotes the participation and achievement of gliding for the needs of its members, community, and additional stakeholders.
- Be always fully aware of the financial position of the Association and notify the Committee of all financial trends, any areas of concerns and advice in the management of (club name) finances.
- Be a financial signatory on (club name) account(s).
- Ensure financial and treasurer reports are available and understood at all committee meetings.
- Administer all financial affairs of the club and provide evidence of money received has been banked and documentation provided for all money paid out. Ensure security of petty cash, bank accounts, cheque books, and transfer of funds between accounts.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- Present a Balance Sheet and Statement of Income and Expenses at the Annual General Meeting.
- Pay accounts passed for payment and send out accounts as required.
- Support any required auditing process by ensuring information for an audit is prepared each year and to arrange the audit with appropriate financial institutions as required by the relevant legislation.
- Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge.
- If applicable, ensure the Annual business returns and Business Activity Statements (including GST) are submitted as required by State and/or Federal legislation.
- On behalf of the Committee negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.
- Acquit funds received from Government and/or Local Council grants and submit necessary financial statements.
- Determine flying and non-flying annual membership registration and participation fees for Committee approval.
- Uphold Constitution, By-Laws, rules, policies, and procedures of the Association. Provide oversight and guidance to the Committee on the matters of the Constitution, and Club documentation applicable during meetings.
- Is responsible for ensuring accurate and sufficient documentation exists to meet legal requirements.

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- Ensure all Club records are maintained as required by law and made available when required by authorised persons.
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders.
- Seek ratification from the appropriate Committee members or Operational members prior to committing the (club name) to any financial expenditure or action.

Knowledge, skills, and abilities

- Desirable but not required to have tertiary qualifications and/or experience in accounting/finance or willingness to upskill in financial management training.
- Can communicate effectively and listen to feedback and views of members and other interested parties.
- Well organised and ability to maintain records in a logical manner, electronic, financial record management.
- Aware of information which is required to be kept for annual audit.
- Ability to manage people, lead by example and delegate tasks.
- Ability to liaise with external stakeholders and parties.
- Confident in supporting strategic direction, maintaining a focus on the “big picture”.
- Ability to engage, encourage and lift the level of services.
- A good understanding of sporting requirements at local, regional, and higher levels.
- A good understanding of the (club name) Constitution, rules, and the duties of its office holders.
- Can maintain confidentiality on relevant matters.
- Ability to forward plan and lead (club name) to reaching its short- and long-term goals.
- Receptive to change.
- Communication and negotiating skills, approachable and a dedicated Association person.

Other requirements

- Induction Training
- Working with Children Check (insert correct state authority)
- If at any stage the (club name) Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) Secretary.