

Sample Role Description – 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 Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Suggested duties include but are not limited to:

1. Provide advice to the Committee in their management of the Club finances
 - a. Administer all financial affairs of the Club
 - b. Be the first point of contact with any consultant Bookkeeper
2. Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
 - a. Ensure development and Committee review of financial policies and procedures
 - b. Support any required auditing processes
 - c. Receipt of all incoming monies
3. Bank all monies received
4. Pay all accounts
5. Maintain accurate records of all income and expenditure
 - a. Ensure that all receipts and payments concur with bank deposits and withdrawals
 - b. Monthly financial reports presented at Committee meetings
 - c. Arrange and despatch invoices for periodical payment
 - d. Issue yearly or ½ yearly membership fee
6. Keep accurate record of all membership payments
7. Be a signatory on club account

Share of Committee Workload: 20%