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| **POSITION DESCRIPTION – Club Treasurer**  |
| **Organisation:** |  |
| **Job Title:** | Treasurer of *(Club name)* |
| **Position Type:** | Voluntary / Paid |
| **Reports to:** | Committee members of *(Club name)*President of *(Club name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose**To manage the finances of *(Club name)*  |
| **Knowledge/Skills*** Well organized with strong communication skills
* Understanding of the Club’s Policies/Procedures/Constitution and By-Laws, or a general understanding of Club Governance
* Can maintain confidentiality on relevant matters
* Capable of using Microsoft Word and Excel
* MyNetball training is desirable
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| **Typical time commitment*** *Approximately 10 hours per week throughout the year*
* *May be busier during registration period (generally February to April) and Saturday mornings through the winter season (May to September) may be required*
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| **Responsibilities and Duties*** Keep the financial records of *(Club name)* up-to-date
* Make sure financial reports are available and understood at all committee meetings
* Ensure that information for an audit is prepared each year and arrange for the audit
* Produce an annual financial report and a budget for *(Club)*
* Send out and pay accounts, and keep documentation of these accounts
* Keep all MYOB files and jobs up to date
* Keep a record of hours worked for paid personnel and prepare and pay wages

**Member Protection*** You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*
* If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way
* Develop a greater understanding of sports management structures

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Club/Club customise the content to suit their individual needs*** |