|  |  |
| --- | --- |
| **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 | |
| **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* | |
| **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 | |
| **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*** | |