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Department of  
Local Government, Sport  
and Cultural Industries



PRINCIPAL PARTNER



GOLD  
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GROUP

## POSITION DESCRIPTION – Association Treasurer

<b>Organisation:</b>	
<b>Job Title:</b>	Treasurer of <i>(Association name)</i>
<b>Position Type:</b>	Voluntary/Paid
<b>Reports to:</b>	Committee members of <i>(Association name)</i> President of <i>(Association name)</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<i>Approximately 10 hours per week</i>

### POSITION DETAILS

#### Purpose

To manage the finances of *(Association name)*

#### Knowledge/Skills

- Well organized with strong communication skills
- Understanding of the Association's Policies/Procedures/Constitution and By-Laws
- Can maintain confidentiality on relevant matters
- Capable of using Microsoft Word and Excel
- PlayHQ 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 *(Association 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 *(Association)*
- 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

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#### 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

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 Association/Club customise the content to suit their individual needs*