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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



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GROUP

POSITION DESCRIPTION – Club Treasurer

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

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
- 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 *(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

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- 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