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| **POSITION DESCRIPTION – Association Treasurer**  |
| **Organisation** |  |
| **Job Title** | Treasurer of *(Association name)* |
| **Position Type** | Voluntary/Paid |
| **Reports to** | Committee members of *(Association name)*President of *(Association name)* |
| **Currently filled by** |  |
| **Commencement date** |  |
| **End date** |  |
| **Time Commitment** | *Approximately 3-7 hours per week* |
| **POSITION DETAILS** |
| **Purpose**To manage the finances of *(Association name)*  |
| **Knowledge/Skills*** Financial record keeping and ability to reconcile bank statements
* Develop and maintain budgets
* Invoicing and accounts payable
* Computer literacy
* Understanding of Child Safeguarding and the WA Working with Children compliance requirements
* Understanding of the Club’s Constitution, By-Laws, Policies and Procedures
* Understanding of Club activities and its future direction and plans
* Effective communication and good interpersonal skills
* Act with integrity, confidentiality, and objectivity
* Good organisational skills
* Positive and enthusiastic attitude
* PlayHQ training (desirable)
* Senior First Aid Certificate (desirable)

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| **Typical time commitment*** *Approximately 3-7 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*** In conjunction with relevant personnel, prepare the annual budget for the forthcoming year, describing potential sources of income and expenditure and present to the board/committee for approval
* Maintain up to date records of all income and expenditure over the course of the year
* Manage the Association’s cash flow including issuing receipts, depositing any monies received in the Association’s nominated bank account and approving payments promptly
* Prepare and distribute invoices/accounts for services rendered
* Ensure financial reports are available for meetings
* Manage employee payrolls if required and submit tax returns and income tax payments for any paid employees
* Prepare financial accounts for annual auditing, and provide the auditor with information as required
* Prepare all necessary financial statements for inclusion in the annual report
* Acquit funds received from government and industry grants and submit the necessary financial statements where requested.
* In conjunction with the Board/Committee, ensure all relevant legislation is complied with in terms of employees and volunteers.

**ESSENTIAL*** National Volunteer Police Clearance
* At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a 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 your 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 and contact details)* |

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| ***NWA-RES-11 Association Treasurer PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |