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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) | |
| **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* | |
| **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 | |
| **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*** |