|  |
| --- |
| **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 3-6 hours per week* |
| **POSITION DETAILS** |
| **Purpose**To manage the finances of *(Club name)*  |
| **Knowledge/Skills*** Financial record keeping and ability to reconcile bank statements
* 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 3-6 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 the relevant personnel, prepare the annual budget for the forthcoming year and present to the committee for approval
* Maintain up to date records of all income and expenditure over the course of the year
* Prepare and distribute invoices/accounts for services rendered
* Prepare financial reports for meetings
* Prepare financial accounts for annual auditing, and provide the auditor with information as required
* In conjunction with the committee, ensure all relevant legislation is complied with in terms of employees and volunteers
* Acquit funds received from government and industry grants and submit the necessary financial statements where requested
* Prepare all necessary financial statements for inclusion in the annual report.

**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 *(Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Club 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 *(Club name and contact details)* |
| ***This position description is intended as an example/template only. 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 not to be deleted, however may be expanded on as required.*** |