



TREASURER

Summary:

The Treasurer is the chief financial management officer of the South Upwey Netball Club and has the responsibility to look after the financial affairs of the Club.

The Treasurer forms part of the Executive Committee along with the President, Vice President and Secretary. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

The Netball Committee Treasurer is elected by the South Upwey Netball Club Members.

Responsible to:

The Treasurer is directly responsible to the President of the South Upwey Netball Club for looking after the financial affairs of the Club's Members.

Responsibilities and Duties:

- Responsible for the banking, security of the petty cash and the bank accounts eg. Cheques and bank transfers
- Must attend monthly committee meetings.
- Formulate annual financial statements for presentation at the Annual General Meeting.
- Make all payments on a timely basis and keep accurate, up to date records of expenditure.
- Issue receipts and promptly deposit all monies received in the bank account on a timely basis and maintain accurate up to date records of income at all times.
- Treasurer is a signatory on club cheques (with at least one other).
- Invoice club members for fees, uniforms, costs etc and ensure that all dues are collected in time.
- Keep digital, up to date records of fees, payments and invoices
- Contact families for payments of any monies owing to the club
- Organise payment plans with families for payments of overdue monies to the club
- Contact families who are not timely in their payments of overdue monies to the club
- Be fully informed of South Upwey Netball Club's financial position at all times and keep the accounts up-to-date supported by detailed records of all payments and monies received to enable easy presentation of the year end accounts.
- Arrange for payment of invoices such as for training venue and MDNA invoices
- Treasurer, in conjunction with the Secretary, to prepare an annual financial report for presentation at the AGM.
- Treasurer to arrange any payments approved by President.
- Treasurer must maintain player records and all financial records pertaining to registration of players and coaches in a safe and secure place.



- Ensure all information is prepared for an Audit each year
- Arrange audit
- Prepare a report for all committee meetings
- Make sure reports are understood at all committee meetings
- Attend at least one MDNA Delegate meeting
- If for any reason the Treasurer is unable to attend a committee meeting, a report must be submitted to the President and Minutes Secretary in writing prior to the scheduled meeting.

Knowledge and skills required:

- Well organised
- Ability to work in a logical manner.
- Aware of information which is needed for annual audit
- Can maintain confidentiality on relevant matters
- Knowledge of the South Upwey Netball Club Constitution and Consumer Affairs Victoria Regulatory requirements
- Able to allocate regular time periods to maintain the books
- Background in accounting and/or bookkeeping/spreadsheet abilities useful
- Ability to keep detailed records to enable the preparation of the annual financial accounts