

Job Title: <b>Treasurer</b>	Club Name: WAMASC
Reports to: Chairman	Revision Date: 21/01/2016

### Position Overview

The Treasurer should hold a position on the executive committee. It is important that the Treasurer does not operate in isolation because financial resources are critical to the development and implementation of strategic plans, all management committee or board members should have input to the use of an organisation's finances. At the very least, the management committee or board should be involved in developing and approving the annual operating and capital budgets, keeping up to date with the financial position and performance of the organisation, and asking questions about the organisation's finances.

A key issue for the Treasurer is accountability. The Treasurer must be accountable to the management committee or board and ultimately the members of a sport or recreation organisation for all financial transactions. Separation of powers and conflict of interest are important concepts in this regard. In order to minimise the risk of errors, misuse of funds or fraudulent activities, all financial transactions the constitution normally sets out the financial year for organisations. Most finish their financial year one or two months prior to the annual general meeting (AGM). This allows time to get the accounts in order and have them audited in time for presentation at the AGM.

## Responsibilities and Duties

- **16.1** be responsible for the receipt of all moneys paid to or received by, him or her on behalf of, the State Centre and shall issue receipts for those moneys in the name of the State Centre.
- **16.2** pay all moneys referred to in Sub rule 16.1 into such account or accounts of the State Centre as the Committee may from time to time direct;
- **16.3** make payments from the funds of the State Centre with the authority of a General meeting and in so doing ensure that all cheques or electronic banking transactions are signed or authorised by two (2) Executive Members;
- **16.4** comply on behalf of the State Centre with the Act in respect of the accounting records of the State Centre.
- **16.5** whenever directed to do so by the Chairperson or President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- **16.6** have custody of all securities, books and documents of a financial nature and accounting records of the State Centre,
- **16.7** perform such other duties as may be required or are imposed by these Rules on the Treasurer; and
- **16.8** shall compile the register of members of the State Centre.
- Prepare an annual financial report

## Knowledge and skills required

A key benefit of being Treasurer is the opportunity to develop accounting, financial and organisational skills which can be of use in personal and working life. Treasurers who are better at their jobs tend to have the following skills and attributes:

- Honesty and integrity
- Enthusiasm for the task
- Good organisational skills
- A good eye for detail
- Good at making decisions
- An ability to work in a logical and orderly manner
- An ability to allocate regular time periods (eg weekly or monthly) to maintain the books
- An ability to keep good records
- An awareness of procedures for handling cash, cheques and other financial transactions
- A willingness to learn new skills