



JOB DESCRIPTION

Club Treasurer

The Treasurer is the chief financial management officer for QUT Hockey Club Inc.

The Treasurer reports regularly to the Management Committee *. The Treasurer approves payments in accordance with club financial policies, does forward financial planning, and alerts Management Committee members of any out of the ordinary financial matters.

The Treasurer is elected by club members at the Annual General Meeting (AGM) and is appointed for approximately 1 calendar year from the date of the AGM to the next AGM.

The estimated time commitment required is approximately 2 hours per week. This time commitment will vary during key areas of the season.

This is a volunteer position. The club will provide a \$25 discount on fees (but not if the officeholder has already received \$25 discount for early payment) and will pay for the officeholder to attend the BHA/BWHA end of year dinner or similar (approx \$65).

Responsibilities and Duties

The Club Treasurer should:

- Prepare a budget and monitor it carefully.
- Ensure that the General Manager keeps the club's books up-to-date.
- Ensure that the General Manager keeps a proper record of all payments made (including keeping copies of invoices) and monies received.
- Make sure financial reports are available and understood at all committee meetings.
- Show evidence as required that money received is banked and documentation provided for all money paid out.
- Ensure that information for financial record certification or audit is prepared each year by the General Manager.
- Arrange the financial record certification audit.
- Give Treasurer's report at regular meetings and when required.
- Ensure an annual financial report is produced.
- Be a signatory on the club bank account.
- Approve payment of invoices set up by the General Manager.
- Work with Men's and Women's Coordinators to collect unpaid fees.
- Be familiar with the Treasurer's responsibilities under the club's Fee Collection Policy.
- Alert the Management Committee of any unfinancial members.
- Fulfil the legislative requirements of Treasurer under the club constitution and the *Associations Incorporation Act 1981*.

Knowledge and Skills Required

Ideally the Club Treasurer is someone who is:

- Well organised.
- Honest.
- Able to work in a logical orderly manner.
- Aware of information that is needed to be kept for the annual financial report certification or audit.

* The Management Committee consists of: Club President, Club Vice-President, Club Secretary, Club Treasurer, General Manager (non-voting), Men's Coordinator, Men's Assistant Coordinator, Women's Coordinator, Women's Assistant Coordinator, Fundraising/Sponsorship Coordinator, Social Convenor.