



Albany Cycling Club



JOB DESCRIPTION FORM

Position Identification

Position Title	Treasurer
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Position Relationship

Responsible to	The Treasurer is directly responsible to the Management Committee
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Objective

Key Objective of the Position	To manage the finances of the Club transparently in accordance with the Act and the Constitution so that the Management Committee can carry out its programs on behalf of members.
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Key responsibilities

Governance

1. Maintain the books of account in a manner that may be audited.
2. Report to the Management Committee on the state of Club finances.
3. Report to the members at the AGM on the state of Club finances.

Planning

1. Prepare with the President, Vice President and Secretary an annual budget.
2. Prepare and monitor, if required, a financial development plan for the Club.
3. Arrange for the annual audit of the Club's finances if required.
4. Prepare an annual financial report for the AGM
5. Recommend on members' subscriptions and entry fees and other revenue sources as required.
6. If, required, develop and manage an investment program for surplus funds.
7. Provide advice on budgets developed as part of submissions for grant funds etc.

Administration

1. Send out accounts and invoice groups or members as required
2. Keep proper records of payments and monies received and issue receipts
3. Deposit monies received promptly in the bank and maintain a record of this
4. Manage the Club's petty cash.

Key Knowledge and Skills

Knowledge

Ideally the Treasurer is someone who:

1. Is familiar with the Club constitution, by-laws and policies, especially as they relate to the role of Treasurer.
2. Understands the essential principles of bookkeeping for community clubs.
3. Is familiar with the annual schedule of Club activities requiring the Treasurer's contribution.
4. Is aware of information that must be recorded for an annual audit.

Skills

Ideally the Treasurer is someone who:

1. Is able to systematically allocate time to maintain the books of account and manage the Club's finances to comply with the Club Constitution.
2. Can produce an accurate and understandable report to the Management Committee on the Club's finances as required.
3. Can produce an accurate and understandable financial report to members at the AGM.

Handover

I have completed a handover/induction for the role of Treasurer with _____
and agree to advise the new appointee on issues related to the role.

Signed..... Date.....

Agreement

I have read and understand the requirements of the role as detailed in this job descriptions form. I will undertake the role as described to the best of my ability and accept the responsibilities and duties for the position as described on this job description form.

Signed..... Date.....