



Office Bearer

Position Description

Treasurer

The Treasurer is the chief financial management officer for the Byford Bushrangers Inc.

The role of the Treasurer is to be responsible for the financial supervision and performance of the Club. The Treasurer is required to regularly report on the club's financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for members.

The Treasurer reports directly to the President and members of the Byford Bushrangers Inc.

The Treasurer is elected by the members by nomination at the Annual General Meeting, or by committee vote at a general meeting if the position is deemed vacant.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
 - Maintain up to date records of all income and expenditure over the course of the year.
 - Manage the club's cash flow including issuing receipts, depositing all monies received in the club's bank account and approving payments promptly.
 - Prepare and distribute invoices/accounts for services rendered.
 - Provide monthly profit and loss reports and balance sheet to the committee each month
 - Provide a list of payments for the previous month to the committee each committee meeting
 - Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
 - Report financial activities to the membership at the AGM.
 - Act as the signatory on the club's bank accounts, (alongside President or Secretary)
 - Be fully informed about the financial position of the club at all times.
 - Prepare financial accounts for annual or more frequent auditing and provide the auditor with information as required
 - Acquit funds received from government grants and submit the necessary financial statements where requested
 - Prepare all necessary financial statements for inclusion in the annual report
 - Pay the bills
 - Attend all Committee members
 - Manage committee and/or executive meetings in line with the position hierarchy
-



Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Good communication skills, including written and oral.
- Honesty and trustworthiness
- Strong attention to detail
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Aware of information, which is needed to be kept for the annual audit
- Moderate computer knowledge, including Microsoft office and Xero accounting software
- Strong understanding of the legal and compliance obligations of running the club
- Has a good working knowledge of the Rules of Association, By laws, Policies and the duties of all office holders and subcommittees
- Hold or willing to apply for a current volunteer “working with children” check (if relevant)

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Treasurer of the club is;

Preseason

- 2 hours per week.

Mid-season

- 2 hours per week
- As required on competition days.

Post season

- 2 Hours per week

The Treasurer is appointed for a term of 12 months or by special resolution.
