



East Torrens Baseball Club

Version: 1.0

Effective Date: June 2022

Position Description

Treasurer

Version Control and Change History

High level summary of change to the document

Version	Date from	Review Date	Amendment
1.0	June 2022		

1. Purpose

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.

2. Reports

The Treasurer reports directly to the President

2.1 Direct Reports

- Uniform & Regalia Manager
- Bar Manager
- Canteen Manager

3. Key Responsibilities

Primary responsibilities for the role of Treasurer include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all committee members.
- Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval.
- 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 any monies received in the club's bank account and approving payments promptly.
- Attend all Committee meetings.
- Prepare and distribute invoices/accounts for services rendered.

Position Description**Treasurer**

- Provide a financial report at each committee meeting to support strategic planning and decision-making.
- Report financial activities to the membership at the AGM.
- Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside Secretary and Registrations & Memberships Manager).
- Be fully informed about the financial position of the club at all times.
- Prepare financial accounts for annual or more frequent reviewing inline with the act.
- 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.
- Work with the Registrations & Memberships Manager to keep accurate record of all membership payments.

4. Desirable Skills and Knowledge

- Financial background and awareness of accounting procedures.
- Good communication skills, including written and oral.
- Ability to use cloud-based accounting software (MYOB).
- Honesty and trustworthiness.
- Ability to keep accurate records.
- Strong attention to detail.
- Ability to allocate regular time periods to maintain the financial affairs of the club.
- Dedicated club person and good role model when representing the committee.