



Treasurer

Summary

The Netball Committee Treasurer is the financial officer of Mindarie Netball Club and has the responsibility to look after the financial affairs of the Club.

The Treasurer forms part of the Executive Committee along with the President, Vice President, Secretary, Registrar and Umpire and coach convenor/coordinator. The Executive Committee on occasions have the power to meet to deal with any particular matter or matters upon such terms as the Committee may think fit.

Responsible to:

The Netball Committee Treasurer is elected by the Mindarie Netball Club Members and is directly responsible to the President of the Mindarie Netball Club for looking after the financial affairs of the Club's Members. Responsibilities and Duties:

- Treasurer to attend committee meetings.
- Treasurer, in conjunction with the President and executive must prepare budget, that is Profit and Loss Statements, for the forthcoming year describing potential sources of income and expenditure.
- Treasurer to provide a report comparing actual income and expenditure verses budgeted income and expenditure to the Executive Committee at every committee meeting.
- Treasurer, in conjunction with the President to formulate annual financial statements for presentation at the Annual General Meeting.
- Lodge yearly within 30 days of AGM Annual Financial Statements
- Making all payments on a timely basis and keep accurate up to date records of expenditure.
- Issue receipts and promptly always deposit all monies received in the bank account on a timely basis and maintain accurate up to date records of income.
- Invoice club members for fees, uniforms, costs etc and ensure that all dues are collected in time.
- Be fully always informed of Mindarie Netball Clubs financial position and keep the accounts up-to-date supported by detailed records of all payments and monies received to enable easy presentation of the year end accounts.

Mindarie Netball Club

138 Hasler Road Osborne Park

Western Australia 6017



- Arrange for payment of umpires through liaison with the Mindarie Netball Clubs umpire convenor.
- Treasurer, in conjunction with the Secretary, to prepare an annual financial report for presentation at the AGM.
- Treasurer to arrange any payments approved by President.
- Treasurer must maintain player records and all financial records pertaining to registration of players and coaches in a safe and secure place.
- If for any reason the Treasurer is unable to attend a committee meeting, a report must be submitted to the President and Secretary in writing prior to the scheduled meeting.

Knowledge and skills required

- Well organised with the ability to work in a logical manner.
- Knowledge of the Wanneroo Districts Netball Assoc. Constitution Able to allocate regular time periods to maintain the books.
- Background in accounting and/or bookkeeping/spreadsheet abilities
- Ability to keep detailed records to enable the preparation of the annual financial accounts.