

 Eltham Calisthenic College Treasurer Position Description	Approval Date:	April 2021
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	Version No:	01
Approved By:	Name:	Signature:
President:	Karen Beer	
Vice-President:	Danette Wilson	

Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the club to allow the committee to provide good governance. The Treasurer is responsible for the regular reporting on the club's financial status to both the committee and the club members.

Desirable Attributes:

- ◆ Good organisational skills
- ◆ Financial expertise
- ◆ Ability to maintain accurate records
- ◆ Dedicated club person
- ◆ Honest/trustworthy
- ◆ Computer skills
- ◆ Good communication skills

Specific duties include but are not limited to:

- ◆ Administer all financial affairs of the club.
- ◆ Lead the annual budget process and ensure an appropriate annual budget is provided to the committee for approval.
- ◆ Ensure development and committee review of financial policies and procedures.
- ◆ Support any required auditing processes.
- ◆ Receipt of all incoming monies in MYOB.
- ◆ Bank all monies received.
- ◆ Pay all accounts.
- ◆ Maintain accurate records of all income and expenditure.
- ◆ Ensure that all receipts and payments concur with bank deposits and withdrawals.
- ◆ Monthly financial reports – present at monthly committee meetings.
- ◆ Arrange and despatch invoices for periodical payment.
- ◆ Issue yearly membership and solo fees.
- ◆ Keep accurate record of all membership payments.
- ◆ Be a signatory on club account.

- ◆ Manage the club bank accounts.
- ◆ Organise Try-booking with Secretary for functions.
- ◆ Record and maintain the official records of club membership.
- ◆ Review the Calisthenics Victoria Inc. Administration Manual annually for recommended changes to current documents and practices.
- ◆ Be committed to the Child Safe Standards.
- ◆ Ensure that the records of the club are maintained as required by law and made available when required by authorised persons. These records may include financial reports, and other official records.