



## **Vermont Vultures Basketball Club position description – Treasurer**

Updated 30/11/2023

**Role:** Treasurer

**Reports to:** Executive Committee

**Role classification:** Voluntary

**Committee member:** Yes

**Expected hours of work:** 10-20 hours per month, variable by month

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### **Purpose**

The purpose of this document is to outline the roles and responsibilities of the Treasurer at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

### **Summary**

The role of Treasurer is a key role within the Vermont Vultures. The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of The Club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations. The Treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the club's financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in The Club rules and the Incorporated Associations legislation.

### **Role description**

The Treasurer is supported by the Executive Committee and the Club Admin Officer and is required to perform the following duties:

1. Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
2. Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
3. Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
4. Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
5. Provide a list of payments for the previous month to the committee each committee meeting
6. Provide a list of revenues outstanding and payments to be made to the committee each committee meeting
- Protect the club's assets, cash and the volunteers who manage them
7. Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
8. Control the club bank account(s), ensuring only those authorised are bank account signatories
9. Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
10. Ensure as much revenue as possible is collected using online payments
11. Ensure all approved expenditure is paid as when it falls due
12. Ensure all moneys due to the club are collected

### **Financial reporting**

13. Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
14. Produce the financial report to members to be presented at the Annual General Meeting
15. Undertake all legislatively required reporting and submissions



## **Skills required**

The successful applicant will possess:

- Understanding of compliance requirements for community based sporting organisations.
- Can communicate effectively both with individuals, The Club Committee, The Club members, and the local association
- Enthusiastic and well organised.
- Ability to keep concise financial records in the clubs accounting system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.

## **Qualifications required**

- Past experience in a similar operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

## **Mandatory Competencies/Licenses**

- Working with Children Check

## **For more information on this role**

Club President [president@vermontvultures.org.au](mailto:president@vermontvultures.org.au)

Club Vice President [vicepresident@vermontvultures.org](mailto:vicepresident@vermontvultures.org)