



TREASURER

Goal Statement:

The Treasurer oversees the effective and efficient management of financial operations and records within the Club to ensure the long term viability of the Club and optimal enjoyment and success for its members.

Objectives:

- Oversee all financial operations of the Club
- Ensure effective record keeping to ensure accurate and complete financial statements are produced
- Provide support to the President, Executive & Committee to ensure the efficient operation of the Club

Responsibilities:

- Develop and monitor a financial budget for the Club for the upcoming season in collaboration with the President and Executive Committee members
- Maintain accurate & up to date financial records of the Club & follow up on outstanding debtors
- Conduct monthly Bank reconciliations and ensure all payments have two authorized signatories
- Ensure nominated Bank records are up to date with regards to authorized Bank signatories and authorities
- Provide guidance to the Committee on financial decisions regarding viability and available funding
- Issue invoices on Club Letterhead; including but not limited to sponsors, sporting bodies, govt grants etc
- Collect and receipt monies from appropriate Committee members, including but not limited to: Membership Coordinators; Merchandise Coordinators; Events and Fundraising Coordinator; and Canteen Coordinator/Manager. Ensure funds are collected and banked on a timely basis.
- Collect receipts and reimburse costs incurred on behalf of the Club with approval from the President
- Receive and remit invoices to creditors by their due date – take reasonable steps to avoid duplicated payments on Invoices and Creditor Statements received
- Act in the best interests of the Club at League or Delegates Meetings when required to attend
- Uphold and actively promote Club values throughout the Club as a whole
- Provide a report on payments and receipts at the monthly Executive and General Committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify opportunities to further grow the DCWFC and its members into the future
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

Relationships:

- This position will liaise with associated stakeholders, including but not limited to AFL, VFL, NFNL, Nillumbik Council and Plenty Cricket Club
- This position will liaise with and have regular communication with coaches, football operations, managers, committee members, general members, parents, players and volunteers

Qualifications:

- Working With Children's Check
- Appropriate Book Keeping or Financial Administration experience

Accountability:

- The Treasurer is accountable to the Club President and general committee

Committee Member Name: _____

Committee Member Signature: _____ **Date:** _____