



POSITION TITLE: TREASURER		
POSITION NUMBER: TNC04		
REPORTS TO: President, Tango Netball Club Management Committee, Tango Netball Club	TYPE OF POSITION: <input type="checkbox"/> Volunteer <input type="checkbox"/> Remunerated	Period of appointment: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> Other (please specify) _____
Date developed: 1 July 2015	Review date: 1 July 2017	
<p>TANGO NETBALL CLUB</p> <p>Mission Statement: Provide a community based netball environment that supports wholesome competition and personal development opportunities for all members to be the best they can be in netball through programs based on excellence and principles relating to equity and ethical behaviour.</p> <p>Vision To be held in the highest regard as a progressive premier league netball club that supports personal development through excellence and ethical behaviour.</p>		
<p>Tango Netball Clubs expectations:</p> <ul style="list-style-type: none"> • The successful applicant is expected to adhere to all Tango Netball Club policies and procedures. • Represent Tango Netball Club in a positive and professional manner at all times. • Hold all information obtained as part of this role and all dealings with the Tango Netball Club as confidential. 		
<p>Role Overview</p> <p>This position is forms part of the Management Committee (Executive) of the club. The incumbent is elected by majority vote at an Annual General Meeting or other special meeting in accordance with the club constitution to:</p> <ul style="list-style-type: none"> • Manage and record all financial transactions relevant to the club. • Prepare and oversee the preparation of club budgets. • Provide financial advice to the Management Committee. 		
<p>Principal Accountabilities:</p> <ol style="list-style-type: none"> 1. Prepare an annual budget and forecasting of financial requirements in liaison with relevant personnel for approval by the Management Committee as part of business planning processes at the club 2. Manage and keep record of all financial transactions undertaken at the club. 3. Provide the Management Committee with financial reports to enable effective monitoring of monthly and recurrent expenditure against budget. 4. Manage credit cards, bank accounts and all other matters relative to financial management processes at the club. 5. Provide budget guidelines for the allocation of funds to functional areas at the club where relevant with particular reference to monitoring expenditure against overall budget requirements. 6. Arrange the external audit of financial records for report at Annual General Meetings or Special Meetings, as required. 7. Attend Management Committee meetings and report as required. 8. Liaise with persons internal and external to the club as required to ensure the efficient conduct of business. 9. Provide assistance within the club as a member of the Management Committee. 		

Qualifications/Experience:

Essential:

- Current National Police check (or application in accordance with club policy).

Desirable:

- Previous experience relevant to financial management.
- Previous experience relevant to netball administration.
- Previous computer experience.

Desired Capabilities:

- Communication skills – written and verbal
- Leadership/management skills
- Able to work in a team environment

Position Summary:

The Treasurer manages all financial arrangements for the club and is responsible for preparing an annual budget for approval by the Management Committee. The Treasurer reports to the Management Committee at each meeting outlining the income and expenditure for each month for assessment against the annual budget. For this reason it is important that there is forecasting of finances against budget each year to anticipate issues that may arise concerning the club's finance. All financial records shall be kept current and made available for internal or external audit as required by the Management committee. The position is required to manage finances using best practice strategies for the conduct of business. The Treasurer works closely with the President and other club officials to provide focus and coordination for the effective conduct of club business in liaison with persons inside and outside the club.

Approved: _____

President Tango Netball Club

Date: / /

Accepted: _____

Name: _____

Date: / /