



HI-LITES NETBALL CLUB

Reg. No. 3862

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| Position Title | Treasurer |
| Status | Committee Volunteer |
| Hi-Lites Netball Club | Hi-Lites Netball Club is a non-profit sporting club that prides itself on being a family-friendly club where all players at all levels are welcome. We encourage sportsmanship, team morale, and family participation. |
| Expenses | Pre-agreed out-of-pocket expenses will be reimbursed |
| Remuneration | N/A |
| Commitment | <ul style="list-style-type: none"> • 2 hours per week for correspondence and committee tasks • 2 hours bi-monthly to attend Committee Meetings • 3 hours for Club Annual General Meeting (AGM) <p>NB The position is usually filled at the end of the financial year AGM and held for 24 months</p> |
| Compliance Requirements | <ul style="list-style-type: none"> • Hold a current Working with Children Check • Completion of any training required specific to the role • Fulfil Child Safety requirements • Hold a current Netball Victoria Membership (reimbursed by Hi-Lites Netball Club) |

Primary Purpose of Position

- To uphold and promote the Values, Code of Conduct, Purpose Statement, and various policies of the Hi-Lites Netball Club
- To support all areas of club activities both on and off the court
- To ensure the club implements and adheres to good accounting practices and remains financially viable.

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

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| Key Responsibilities | <p>To successfully undertake the role of Treasurer the role requires the person:</p> <ul style="list-style-type: none"> • Contribute to creating an environment that encourages sharing of information, ideas, and feedback • Represent the Hi-Lites Club in a professional and positive manner • Is a member of the Hi-Lites Netball Club committee • Undertake the role in good faith and honesty • Act in the best interest of the members always • Manages all the financial affairs of the club • Responsible to oversee the collection of revenues and payment of all financial obligations |
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HI-LITES NETBALL CLUB

Reg. No. 3862

- Ensures that all financial transactions are recorded in the club's accounts, producing the club's financial reporting obligations in conjunction with club rules and the Incorporated Associations legislation
- Protection of the club's cash, assets, and the volunteers who handle them

Responsibilities

Manage the financial affairs of the club

- Record all financial transactions in the club's accounting system as well as maintain a list of club assets and liabilities. Includes payment to the WNA team fees and umpire fees
- 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
- Provide quarterly profit and loss reports and balance sheet to the committee (generally presented at each committee meeting)
- Provide a list of revenues and payments to the club each committee meeting, and any outstanding items

Protect the club's assets, cash, and the volunteers who manage them

- Be a signatory for association accounts with at least one other Executive Member
- Implementing financial management procedures that protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (with the approval of one other Executive Member)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club is collected

Financial reporting

- 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
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions. This includes the Annual finance reports are submitted to Consumer Affairs within the due date



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Reg. No. 3862

- Ensure paper documentation or soft copies are retained for a minimum of 5 years

End of Year handover

- At the end of the financial year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the AGM each year.
- An important responsibility of the outgoing Treasurer is to train, mentor and support the incoming Treasurer

Essential Skills and Experience

- 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
- Ability to work in a logical and orderly manner
- Financial accounting or book-keeping experience is an advantage
- Effective computer skills