

## Position Description – TREASURER

<b>Status</b>	Holds a position on the Management Committee
<b>Key Objective</b>	<i>To support the executive committee in maintaining high standards of financial record keeping and financial policy implementation within the organisation</i>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor and maintain BHC’s record of income and expenditure in an orderly, up to date and accurate manner</li> <li>• Lead the preparation of BHC’s annual budget, considering sources of income/expenditure, the capacity of the club and short/long term plans outlined in BHC’s <i>Strategic Plan</i>.</li> <li>• Communicate the financial position (budget and cash flow forecasts) to the management committee monthly.</li> <li>• Be familiar with the financial accountability requirements of the BHC Rules of Association (in particular Clause 41, 42 and 44).</li> <li>• Ensure: <ul style="list-style-type: none"> <li>○ BHC’s spending/banking processes and standards of cash management is communicated to sub-committees and BHC officials</li> <li>○ All monies received are recorded and receipted appropriately (BHC database and/or Bank Account summary spreadsheet) and are banked promptly (7 days)</li> <li>○ Receipts are issued to all who give the club money.</li> <li>○ Monies are recorded correctly in BHCs database</li> <li>○ Expenditure is ratified by the Management Committee</li> <li>○ Bills are paid in a timely manner</li> </ul> </li> <li>• Coordinate the timely collection and recording of incoming monies (BHC membership fee payments, fundraising etc) and work with: <ul style="list-style-type: none"> <li>○ Team Managers to ensure early and ongoing notification of outstanding fees</li> <li>○ The Registrar/Secretary to ensure an accurate and up to date register/database of all financial club members is maintained</li> <li>○ Fundraising / Event organisers to ensure requirements are clear.</li> </ul> </li> <li>• Be a signatory for BHC cheques and make arrangements for other signatories (Rule 41(5)).</li> <li>• Coordinate return of all receipt books, prepare end of year financial report and manage the appointment of the independent audit review</li> <li>• Ensure annual Incorporated Association registration details (and payment) with Office of Fair Trading is maintained.</li> </ul>
<b>Key Skills / Experience</b>	<ul style="list-style-type: none"> <li>• Honest, and diligent with good organisational &amp; record keeping skills.</li> <li>• Understanding of financial procedures (or proven ability to gain these with appropriate training, such as BHC induction training)</li> <li>• Good standard of written and oral communication.</li> <li>• Team player</li> <li>• Competency in use of Microsoft excel and email systems.</li> <li>• Ability to identify, prioritise, complete and delegate tasks to deadlines.</li> </ul>

<b>Accountability</b>	<ul style="list-style-type: none"> <li>• BHC Management committee</li> </ul>										
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Management Committee &amp; Sub-committees,</li> <li>• Coordinators, Team managers and BHC Club members</li> <li>• Creditors and debtors (IHA secretary, bank etc.)</li> </ul>										
<b>Relevant Policies &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• Be aware of the content of, and abide by, these policies / Procedures</li> </ul> <table border="1"> <tr> <td>BHC's <i>Committee Code Of Conduct</i></td> <td>Internet/email</td> </tr> <tr> <td>BHC <i>Rules of Association</i></td> <td>Children and young people</td> </tr> <tr> <td><i>Associations Incorporation Act</i></td> <td>Drug and Substance abuse</td> </tr> <tr> <td><i>BHC's Grievance Procedure</i></td> <td>Volunteer management</td> </tr> <tr> <td><i>BHC's Strategic Plan 2010-2012</i></td> <td></td> </tr> </table>	BHC's <i>Committee Code Of Conduct</i>	Internet/email	BHC <i>Rules of Association</i>	Children and young people	<i>Associations Incorporation Act</i>	Drug and Substance abuse	<i>BHC's Grievance Procedure</i>	Volunteer management	<i>BHC's Strategic Plan 2010-2012</i>	
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<b>Terms</b>	<ul style="list-style-type: none"> <li>• Must be available for one year</li> <li>• Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce)</li> </ul>										
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Out of pocket administration and phone expenses, as approved by the committee</li> <li>• Index filing system for invoices, statements, monies received/paid etc.</li> <li>• BHC cheque book &amp; deposit slips</li> <li>• Petty cash tin?</li> <li>• Previous year's budget &amp; cashflow recording systems (cheque register, budget classification for income and expenses etc)</li> <li>• Access to computer with basic spread sheeting capabilities &amp; email</li> </ul>										
<b>Training</b>	<ul style="list-style-type: none"> <li>• Induction / handover from previous treasurer</li> <li>• RSC Solutions CD / Committees DVD</li> <li>• Data collection &amp; recording (BHC Database, Sporting Pulse Database)</li> <li>• File Management</li> </ul>										
<b>Tips</b>	<ul style="list-style-type: none"> <li>• Allocate regular time periods to maintain the books</li> <li>• Handle money and cheques with care and diligence</li> <li>• Work in a logical and orderly manner</li> <li>• Be aware of the information required to be kept for the annual audit.</li> <li>• Do not lend money, under any circumstances, to clubs or individuals</li> <li>• Do not use BHC's financial funds as a personal expense account</li> <li>• Always obtain a receipt or invoice to substantiate expenditure</li> <li>• Always provide receipts to those who give the club money</li> <li>• Make all payments by cheque to improve accountability</li> <li>• Utilise BHC's club database</li> <li>• Investigate payment recording through hockey.net's sporting pulse database</li> <li>• Maintain confidentiality on relevant matters</li> </ul>										

## Tasks

In addition to the general responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> <li>Draft budget for coming year presented to Management Committee</li> </ul>
Jan	<ul style="list-style-type: none"> <li>Prepare BHC financial database for sign on day</li> <li>Prepare triplicate receipt books, money envelopes and plastic bag packs for all BHC managers &amp; coordinators – for issue at Induction Session (prior to Feb)</li> <li>Communicate cash recording and handling procedures to BHC officials prior to sign on day and at all induction sessions held</li> </ul>
Feb	<ul style="list-style-type: none"> <li>Organise cash float for sign on day</li> <li>Be present, or organise a delegate, for Sign on day (1<sup>st</sup> weekend Feb generally)</li> <li>Organise BHC database for use at sign on day (for inputting monies for returning members)</li> <li>Work with registrar and secretary to update the BHC financial and membership database with all payments from sign on day.</li> <li>Distribute fee payment status information to coordinators and coaches / managers with reminder about club fee payment policies, so they can enforce.</li> </ul>
March	<ul style="list-style-type: none"> <li>Remind all coaches, managers and players about fee payment requirements &amp; provide update at least 1 week prior to fixtures commencing</li> </ul>
April	<ul style="list-style-type: none"> <li>Remind coaches &amp; managers of outstanding fee payments</li> </ul>
May	<ul style="list-style-type: none"> <li>Remind coaches &amp; managers of outstanding fee payments</li> </ul>
Jun	<ul style="list-style-type: none"> <li>Issue notices to team managers and coaches about BHC fee schedule requirements</li> </ul>
Jul	<ul style="list-style-type: none"> <li></li> </ul>
Aug	<ul style="list-style-type: none"> <li></li> </ul>
Sep	<ul style="list-style-type: none"> <li>Remind committee that all outstanding monies must be banked prior to end of BHC financial year (30 September)</li> </ul>
Oct	<ul style="list-style-type: none"> <li>Prepare Annual Financial statement and organise auditor to verify</li> <li>Issue Verified Financial Statement to Secretary for inclusion in BHC Annual Report (for presentation at AGM)</li> <li>Prepare the annual return &amp; Verified financial statement of the club for handover to new treasurer / secretary</li> </ul>
Nov	<ul style="list-style-type: none"> <li>Induction / handover to/from predecessor / successor within 2 weeks following AGM</li> <li>Organise to become a signatory of the BHC bank account (NAB) within 3 weeks of the AGM</li> <li>Lodge the annual return &amp; Verified financial statement of the club with the office of fair trading within one month of AGM. Details in OFT Good Business Guide and on Treasurer folder from previous year.</li> </ul>

**SIGN OFF**

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

**Position Holder**

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

**Witnessed by**

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____