

# Treasurer

## South Tweed Community Touch Association Incorporated



### Position Description

**Position Title:** Treasurer

**Reports To:** President, Vice President, Secretary and Registrar

### Role Description

#### A. Primary Purpose of the Role

The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Club, is responsible for the financial supervision of the Club's cash, assets and ensuring all monies are accounted for and handled in accordance with policies and procedures as well as 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 accounting system and producing the Clubs financial reports for presentation to the Committee, the Club Members at the Annual General Meeting as well as complying with all financial reporting obligations contained in the Club Rules and the Associations Incorporation Act 2009 No 7. Honorarium fee \$700 and the payment of the honorarium will be paid accordingly.

#### B. Role Responsibilities

- Prepare a Club budget and cash flow projection at the start of the year for review and sign off by the Committee
- Have a strong understanding of the legal and compliance obligations of running the Club
- Ensure legislative and compliance obligations are met
- Have a good working knowledge and understanding of the Club Constitution, Club Rules, By Laws, policies, procedures and regulations as well as the responsibilities of all Executive / General / Sub Committee Members, Volunteers, Coaches and Club Members
- Be aware of the future directions and plans of Club and Club Members
- Be aware of legal privacy regulations and ensure the requirements are implemented
- Maintain confidentiality on relevant and delicate matters
- Record all financial transactions in the Clubs accounting system (Xero) as well as maintaining a list of Club assets and liabilities
- 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 monthly Profit and Loss Reports and Balance Sheet to the Committee each month (generally presented at each Committee Meeting)
- Provide a list of payments for the previous month to the Committee at each Committee meeting
- Provide a list of revenues outstanding and payments to be made to the Committee at each Committee Meeting
- Ensure all monies are accounted for and handled in accordance with policies and procedures
- Implement financial management procedures which protect both the Club's funds and assets
- Control the Club's four (4) bank accounts and Visa card attached to one (1) of the bank accounts, ensuring only those authorised are bank signatories and internet access
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two (2) signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due



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## B. Role Responsibilities – continued

- Ensure all monies due to the Club are collected
- Use the MySideline and Service NSW programs to do reports, check payments etc in order to check all information is recorded and reconciled in Xero Liaise with the Accountant to have the Club's information substantiated
- Where a review is required on all the Club's four (4) bank accounts and the Club's accounting system (Xero), ensure these are substantiated by an Accountant and completed in time for the financial reports to be presented to the Club Members at the Annual General Meeting
- Produce the financial reports to all Club Members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions
- Complete the NSW Government Fair Trading Form A12 – T2 form and lodge this with Service NSW
- Obtain the completed NSW Government Fair Trading Form A9 Notice of appointment of public officer and Notice of change of association address from the President and lodge this form with Service NSW
- Make payment to Service NSW when the A12 – T2 Form and A9 Form are lodged
- Process all refunds required – (e.g. Level 1 Course Referee refund payments and players who have deregistered)
- Handle all Treasurer Club correspondence, responding to any correspondence as required
- Clear email address regularly and before Executive / General Committee Meetings and the Annual General Meeting for the correspondence to be distributed and dealt with at meetings
- Record all inward and outward correspondence and acknowledge where necessary
- File copies of all correspondence and retain for the required timeframe
- Have a good working knowledge of meeting procedures
- In conjunction with the President, schedule all Executive / General Committee Meetings and the Annual General Meeting as early as possible
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Add items to the Executive / General Committee Meetings agenda, including the Annual General Meeting agenda (working with the Secretary)
- Maintain a sound knowledge of Qld Touch Football Rules and Regulations
- Cooperate with and assist the Executive / General Committee with their responsibilities
- Support and encourage all Club Members to respect and support the Club and TFA Rules
- Have a sound understanding of Touch Football Rules and Regulations
- Accept and discuss reports from key members and sub committees concerning day to day management activities of the Club: Coaches, Team Delegates, Covid Safety Officers, Players and Sponsors
- Support and encourage internal training and education programs recommended for the Club's Executive Committee and any other Club Members at the request of the Executive Committee (e.g. Referee and Coaching Courses etc)
- Oversee and coordinate the Club's communication strategy including its website, email addresses, social media and Dropbox – update these when needed
- Update the password register when required (new account or password change)
- Assist in the setup of the New Season's Competition with the Executive Committee
- Liaise with Club Members and Coaches to assist and resolve individual sign on/registration issues
- Ensure Teams contain players of the correct age and identify Teams and Representative players
- Maintain MySideline and manage the movement of players in line with Team changes
- Accept individual nominations and communicate if Teams are able to be found
- Provide information as required to enable player records and Team records to be maintained

## Treasurer



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## B. Role Responsibilities – continued

- Ensure all players are registered and in the current Season
- Keep the Committee informed of the status of registrations at all times
- Ensure that any documentation issued by the Committee for circulation to players and Club Members is duly circulated to those intended
- Print off Team Sheets and Score Cards weekly by Wednesday
- Enter scores into MySideline after each time slot
- File Team sheets after each time slot
- Update Friday Night shirt list and distribution of new shirts
- Ensure all monies are accounted for and handled in accordance with the Cash Handling Policy – for example money to be stored in the safe when needed, two people to sign for the Canteen
- Sign the Minutes confirming they are a true and correct reflection of the meeting
- Ensure all Rebel monies are current and used before it is due to expire. Notify Executive Committee of monthly updates of monies current
- Update all Rebel money spending in Xero (e.g. the items Rob got approx. \$500 for Rep Touch 2020 gear – bags, footballs and training equipment. Heidi, Billee and Mel got approx. \$750 for the Mega Raffle 2020)
- Notify the use of the Rebel monies at all committee meetings
- Invoice all Representative players
- Process the payroll weekly and rectify any payments missed or reversed by bank
- Weekly payroll – Referee Coordinator \$150, Canteen Convenor \$150, First Aid Officer \$150, Line Marker \$50, Field Set Up \$50, Field Pack Up \$50, Cleaning of Toilets \$50 and Referee Coach \$175 or the payroll amounts as discussed with the Executive Committee if it is a short Season
- After the Grand Final update all Team names from that Season (e.g. Centaurs changes to Centaurs 2020)
- In conjunction with the current Executive Committee coordinate the handover for the incoming Executive / General Committee, Sub Committees, Club Members, Coaches and Volunteers

## Essential Skills and Requirements

- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings
- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills and have a sound knowledge of Xero and Payroll
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

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 President of the conflict who will immediately inform all other Committee Members.