**Position Description – Club Treasurer**

**Why consider this?**

Your Club or Association will require key elected positions to ensure club governance needs are met. Treasurer is a critical leadership role. The position description allows you to be clear what is included in the role, and what falls outside it.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Treasurer |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours / time involved:** | <insert> |
| **Start date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <Club name>**

<insert>

**Purpose**

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club ‘s financial status to both the Committee and the Club members.

**Responsibilities**

* Provide advice to the Committee in their management of the Club finances
* Administer all financial affairs of the Club
* Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
* Ensure development and Committee review of financial policies and procedures
* Support any required auditing processes
* Receipt of all incoming monies
* Bank all monies received
* Pay all accounts
* Maintain accurate records of all income and expenditure
* Ensure that all receipts and payments concur with bank deposits and withdrawals
* Monthly financial reports – present at monthly Committee meetings
* Arrange and dispatch invoices for periodical payment
* Issue yearly or ½ yearly membership fee
* Keep accurate record of all membership payments
* Be a signatory on Club account

**Personal Attributes**

* good organisational skills
* has some financial expertise
* ability to maintain accurate records
* dedicated Club person
* honest/trustworthy
* computer skills
* good communication skills

**Essential**

* Receipt Books
* Invoice Book
* Cheque books
* Bank deposit book
* Receipt details slips
* Computer
* Club Stamps
* Calculator
* Prepaid Envelopes
* Accounting Book

**Key Relationships**

<insert

**Essential requirements**

* Current, valid Working With Children Check
* Police Check

**Adjusting this role to meet volunteer needs**

This role can be adjusted to recognise different needs of a volunteer - such as availability, timing, size of role and flexibility needed.