

The Treasurer is the chief financial management officer for Ignite Netball Club. The Treasurer is a member of the Executive Committee.

Responsible to

The Treasurer is directly responsible to the President of Ignite Netball Club and the Club members.

Responsibilities and Duties

The Treasurer should:

- Adhere to the Ignite Netball Club Volunteer Code of Conduct and Child Protection Policy, and provide an up to date Working With Children Check to the Club as outlined in the Child Protection Policy;
- Gain knowledge of the Ignite Constitution and By-Laws and in conjunction with the Executive Committee, ensure the club is adhering to and functioning in accordance with these documents;
- Prepare a budget and monitor it carefully;
- Keep the Club's books up-to-date;
- Keep a proper record of all payments and monies received;
- Make sure financial reports are available and understood at all committee meetings;
- Show evidence that money received is banked and documentation provided for all money paid out;
- Ensure that information for an audit is prepared each year;
- Arrange the audit;
- Give Treasurer's report at regular meetings and when required;
- Produce an annual financial report;
- Send out accounts;
- Pay the bills;
- Regularly attend Executive and General Committee Meetings;

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information which is needed to be kept for the annual audit
- Working knowledge of Excel and Word



Ignite Netball Club

Acknowledgement of Policies

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of Ignite Netball Club is (on average) two hours per week.

The time needed for this role can increase and decrease during the cycle of the seasons, for example, at the beginning of each season when registrations are in progress, more time will be needed in order to monitor and record registration payments coming into the bank account.

Reviewed Date: November 2018