

Position Description

Treasurer

Role of the Treasurer

The role of the Treasurer of Cambridge Basketball Club involves the day-to-day management of the Clubs financial matters. In the role, the Treasurer puts in place the procedures necessary to collect and record details of all financial transactions affecting the financial position and performance of the Club.

Appointment of the Treasurer

The Treasurer is appointed at the Annual General Meeting (AGM) for a term of 1 year.

Responsible to

The Treasurer is directly responsible to the Committee of Management of the Cambridge Basketball Club.

Relationships

The relationships of the Treasurer include:

1. Cambridge Basketball Club Committee of Management
2. Players
3. Parents / Guardians
4. Suppliers
5. Financial Institution
6. Financial Auditors

Position Description

Duties of the Treasurer

The duties of the Treasurer include:

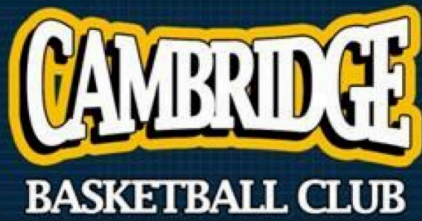
- Ensure that adequate accounts and records exist regarding the organisation's financial transactions, including accurate and up-to-date records of all income and expenditure.
- Coordinate the preparation of a budget and monitor it carefully.
- Process payments received by the Club and deposit all monies received in the Club's bank account.
- Table motions for approval to pay invoices received by the Club.
- Make all approved payments.
- Act as the signatory to the Club's bank accounts.
- Manage the Club's cash flow.
- Prepare and present regular financial statements to the Committee of Management at meetings.
- Prepare financial accounts for an annual audit, and provide the auditor with information as required.
- Prepare an annual financial report for presentation at the AGM.
- Be available to help with standard committee duties.
- Be available to attend and assist with preparations for the annual Presentation Day.

Guidance Document

Basketball Victoria's Governance and Management for Basketball Associations and Clubs 2013 Chapter 2 – Financial Management.

Effective

This policy takes effect from 26th November 2016 and may be amended from time to time as necessary.



Position Description

Authority

This Position Description has been tabled and unanimously voted upon at a meeting of the Cambridge Basketball Club Committee of Management.

This policy is authorised by the Club's President and Club's Secretary on behalf of the Committee of Management.

Kristine Date
President

Sue Sheridan
Secretary