



Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the Gardens Tennis Club, ensuring all financial obligations are met and ensuring the protection of the club's cash, assets and the volunteers who handle them. The Treasurer must ensure the club has strong financial controls, reporting, budgets and cash flow projections, complying with all financial reporting obligations contained in the club constitution and the NT Associations Act.

Responsibilities

The Treasurer shall hold office for one (1) year from election at the Annual General Meeting.

To successfully undertake the role of Treasurer, responsibilities include but are not limited to:

Empowering the committee to manage the financial affairs of the club

- Preparation of annual budget and cash flow projection for review and sign off by the committee.
- Record all financial transactions and maintain a list of club assets and liabilities.
- Provide to the committee at each committee meeting:
 - Monthly profit and loss reports and balance sheet.
 - A list of payments for the previous month.
 - A list of revenues outstanding and payments to be made.
 - Comparison of actual financial results to budgets for a given period and provide explanations for any variances for review and action in a timely manner.

Protect the club's assets, cash and the volunteers who manage them

- Implement financial management procedures which protect both the club's funds and assets and the volunteers who handle them.
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure all approved expenditure and accounts are paid when they fall due, via Electronic Funds Transfer or cheque (requiring two signatories of President, Vice President, Secretary or Treasurer).
- Ensure all monies payable to the club are received, paid into the club bank account and receipts provided.

Financial reporting

- Ensure the club has strong financial controls, reporting, budgets and cash flow projections.
- Ensure annual audit of books and vouchers is completed prior to the Annual General Meeting.
- Present the audited financial report to club members at the Annual General Meeting.
- Undertake all legislatively required reporting and submissions.

End of year hand over

- The Treasurer will review and make suggestions to revise their position description annually to ensure it reflects the requirements of the role. An updated position description will be approved by the Committee and provided to the Secretary prior to the Annual General Meeting.
- The outgoing Treasurer will brief and provide required information and resources to the incoming Treasurer.

Essential Skills and Requirements

- Hold or willing to apply for a current volunteer's "Working with Children" check.
- Willing to undergo a National Police Check
- Ability to keep concise financial records.
- Well organised and able to allocate regular time to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer skills.
- Can work as a team with other committee members and the service provider.
- Is receptive to change.
- Is able to maintain confidentiality on relevant matters.
- Is a dedicated club person.

The Treasurer is expected to:

- Act in the best interest of the club and its members at all times;
- Attend all committee and general meetings;
- Abide by the Standing Orders for committee meetings;
- Undertake the role in good faith and with honesty.

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 club President of the conflict who will immediately inform all other committee members.

The estimated time commitment required as the Treasurer is at least 5 hours per week.