

**TREASURER**

**ROLE DESCRIPTION**

**Objectives**

* To ensure that a financial management system and reporting system is put

in place and operable, so the Club Committee has an accurate, true and

correct understanding of the financial status of the Club at all times

* To provide support to the Committee members to ensure the efficient

operation of the Club

**Responsibilities**

* Prepare the annual budget of the Club for presentation at the February

Committee meeting

* Arrange for the Club finances to be audited annually

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* Provide the audited financials to AFLQ when requested
* Ensure all Committee members do not exceed authority ceilings for

financial expenditure without reference to the Club Committee

* Promptly attend to general banking activities
* Present all accounts for payment for approval
* Prioritise payment of accounts
* Maintain appropriate accounts of all income and expenditure and

associated audit trails, e.g. receipts

* Make details of accounts available to the Club Committee and members

as provided in the Corporate Affairs Act

* Ensure the Club finances are correctly audited
* Provide a financial summary to the membership at the Annual General

Meeting.

* Assist other Committee members in their duties as required
* Undertake tasks at the request of the President or Committee
* Source and apply for Grants to continue improvements to the Club

**Accountability**

* Reports to the Club Committee
* Liaises with official Club suppliers and other key stakeholders
* Provide a verbal update at the monthly Committee meeting on budget

performance

* Seek approval from the appropriate Committee member prior to

committing the Club to any financial cost and shall then have authority to

act within the limits of the budget