



TREASURER

INTRODUCTION

The Treasurer is responsible for all financial aspects of the association, keeping the books and ensuring the club remains operable at all times. They are also responsible for ensuring the club meets the requirements of the Office of Fair Trading.

WOULD SUIT SOMEONE WHO

- Has a the interests of football front of mind
- Works in accounting or similar
- Has a passion or interest in numbers
- Is organised and can manage priorities
- Is not available to play a neutral role on weekends at matches

RESPONSIBILITIES

- Prepare the annual budget of the association for presentation at the January committee meeting
- Ensure all proposed spending is passed at a league or Executive meeting
- Promptly attend to general banking activities
- Maintain appropriate accounts of all income and expenditure and associated audit trails, for example receipts
- Ensure all accounts are paid and follow up with outstanding creditors, including unpaid registration fees
- Prepare and present a monthly report for each league meeting
- Present all accounts for payment for approval
- Ensure all payments are made by the deadline on the invoice
- Ensure any surpluses are invested wisely after approval by the Executive committee
- Ensure all taxation commitments are met by the association
- Ensure the association's finances are correctly audited
- Fill out all forms for the Office of Fair Trading
- Report activities of the portfolio to the membership at the AGM
- Make suggestions as to how the league can improve its financial situation
- Work with the Director of Marketing, Promotion & Sponsorship to set targets and determine sources of revenue

KEY RELATIONSHIPS

- **Reportable To: President**
- **Key Reports:**
 - Club Treasurers
- Club delegates
- AFL Queensland staff

TIME COMMITMENT REQUIRED

- Approximately 2 hours per week
- Attendance at the monthly committee meetings is required

TRAINING/RESOURCES REQUIRED

- A financial record keeping program will be provided
- Previous experience working with budgets is highly recommended