



Club Treasurer- Adamstown Rosebud Junior Football Club Job Description

The Treasurer is the Chief Financial Management Officer for the Club and is directly responsible for the management of the club's accounts and financial operations.

Responsibility of the Club Treasurer :

To assist the Club President with the management and administrative operation of the club and to provide leadership and support to all its members.

The Club Treasurer needs to work closely with the other 3 Executive Members and support each of them.

The Club Treasurer achieves this through effective communication and responsible overview. He/She needs to be "Hands On" and be actively involved at all levels.

The Club Treasurer should have an understanding of human relationships and attitudes together with reasonable experience in Football associated activities.

The image of a Club is often represented through the Club Treasurer and whenever representing the Club, the Club Treasurer should aim for the highest levels of efficiency, together with sound ethical and moral standards.

Club Treasurer Duties:

1. Be honest, trustworthy, fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of other involved in the Club.
2. Be unbiased and impartial, give clear direction and set an example for others to follow. Look outside the square for the financial solution that benefits the future of the Club.
3. Be an effective and efficient Executive Member, encourage focused discussion and have a sound knowledge of debating and meeting procedures.

4. Ensure that all monies received, or owed to the Club, are receipted and accounted for in a recognised accounting method, including cash receipts and payments. Cheques and Cash are to be banked to one of the 2 Club Accounts within a reasonable time frame. Cash paid out is to be itemised and signed for by the person receiving the money.

5. Keep informed of all Club activities and be aware of future planning initiatives. Liaise closely with the other Executive Positions as required to formulate a Yearly Budget.

6. Ensure the list of responsibilities delegated to the Club Committee and Executive Office Bearers are communicated and understood.

7. Have a good and clear understanding of ARJFC rules, the Constitution (Model Rules) and the responsibilities of the various office bearers.

8. Ensure the Club rules, constitution and by-laws are respected and observed by everyone involved. Know how to run a meeting and be confident that this role can be carried out effectively if the need should arise.

9. Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Adamstown Rosebud Junior Football Club Rules, Regulations and Codes of Conduct, as well as the Rules of Newcastle Football and Northern NSW Football. This includes Child Protection Legislation.

10. Ensure all payments are authorised by either the Club President or Vice-President. Encourage the use of EFTPOS and Bank Transfers in preference to Cash/Cheque.

Payments will be presented at the next Committee Meeting, and a Treasurers Report provided for each meeting, including the Annual General Meeting.

The Treasurer is authorised to make monetary decisions, based on common sense and Club requirements, so that the smooth day to day operation of the Club is maintained.

11. Ensure that WPL/NET Players and Sponsors are invoiced for fees/sponsorship and fees/sponsorships are paid within an acceptable time frame. Follow up on arrears and keep track of payments and payment plans. Set fees for WPL/NET players.

12. Ensure that Juniors Players Fees are submitted to Newcastle Football for approval prior to the advertising of that years fees on Facebook and www.arjfc.org.au

13. Be prepared to make difficult decisions on behalf of the Club (if necessary) in conjunction with the Club President, or other Executive Members, and insist on all members and parents respecting and abiding by ARJFC's (as well as all governing bodies) discipline provisions.

14. Consult with the Executive Members when necessary, between Committee Meetings, to enable the ongoing day to day operations of the Junior Club.

15. Supply Canteen Managers for both the Juniors Canteen and WPL Canteen with a float at the start of each season and ensure that the floats are re-banked at the end of season.

16. Ensure that the Treasurer has had the Clubs finances audited prior to the Club AGM.

After the AGM, the Treasurer must submit the relevant DOFT annual return, signed by the Public Officer, within a month of the AGM date.