

# Position Description

Position: Treasurer

Date: June 2015

## Responsibilities:

- To obtain a general understanding of meeting procedure/protocol in order to assist the President by raising points of order etc ensuring that the business of the Club is transacted in a professional and lawful manor as outlined in the Club's Constitution.
- To be committed to attending management committee and general meetings on a regular basis.
- To arrive at the meeting venue early to arrange the venue and ensure all relevant material is available.
- Manage club funds and books as per standard bookkeeping procedures.
- To ensure accounts payable and receivable are finalised by due dates and in accordance with the Club's Constitution, in particular Public Liability insurance by end May, Four Wheel Drive Qld by 30 June, Office of Fair Trading Annual Return within one month of AGM.
- All club funds to be banked as soon as possible.
- To coordinate / collate reports for presentation at management committee and general meetings.
- To prepare the following year's budget drawing from past records and forecasting future expenses etc.
- Make recommendations to management committee regarding club fees, expenditure, investments etc.
- To prepare all financials, asset register, etc for annual audit.
- Submit financials to auditor in a timely manner ensuring return by the August management committee meeting.
- Table annual report at AGM for acceptance by the general membership.
- Forward copy of annual audit to the Office of Fair Trading upon acceptance of general members.
- To be Responsible Officer (and meet Fit and Proper Person requirements) for Four Wheel Drive Qld RTO Campus Club (providing accredited four wheel drive training).
- Provide oversight and guidance for the following club officer positions: Insurance Officer, Merchandise, Driver Training, Raffles, Sergeant, Trip Committee (in relation to funds).

## Reporting:

- To management committee and general meetings on a monthly basis.

## Financial Authority:

- Authorised to be one of the two signatories required on club cheques.
- As ratified by the Management Committee upon presentation of a proposal.

NOTE: All expenditure is to be approved or ratified at a Management Committee Meeting prior to purchase of goods or payment of accounts.

## Records:

- Maintain timely and accurate records regarding the clubs finances and assets.
- All files and or work in progress is handed over to the successor (or as determined by president) when the position is vacated.