



Role Title	Treasurer
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Time Commitment	Approximately 1 day per month. There are 7-10 Executive Committee meetings per year and the Treasurer will be expected to attend the Annual General Meeting as well as any additional General Meetings as required.
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Period of Office	The Treasurer will serve for a term of 2 years with the option to serve a further term(s) where re-appointed.
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Remuneration	This is a voluntary role. However, all reasonable travel and subsistence expenses will be reimbursed at the discretion of the club.
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Role Summary

- Be responsible for the financial supervision of the club.
- Set annual budgets for the club with the General Manager and relevant subcommittees for approval by the Executive Committee.
- Set and oversee financial systems and controls.
- Whilst each subcommittee may oversee its own budget, it is important that there is a standardised process and/or guide in place relating to expenditure.

Responsibilities

- Prepare, for approval by the Executive Committee, annual budgets to deliver the club's strategic plan. This will include specific budgets to be agreed with the chairs of individual subcommittees.
- Set financial controls and systems to ensure efficient and transparent management of club resources. Review the financial controls and systems on a regular basis to ensure they are robust and to encourage continual improvement.
- Assess the financial implications of significant expenditure including capital expenditure.
- Prepare cash flows to incorporate into the club's strategic plan.
- Support the annual accounts/ audit processes.
- Produce monthly financial reports and present them at Executive Committee meetings.
- Provide advice to the Executive Committee in its management of the club finances.
- Administer all financial affairs of the club. This will include regular meetings with the General Manager and the Finance subcommittee in relation to ongoing financial matters including:



- A review of outstanding subscriptions on a monthly basis. Ensuring policies in relation to collection of outstanding subscriptions are followed.
- A review of income and expenditure in comparison to budget and prior year on a monthly basis.

Person Specification

The Treasurer fulfils a unique and essential role in managing the club's financial resources. Expertise and qualifications in the fields of finance and accounting are essential as is the ability to communicate financial concepts and systems to members.

Role Competencies

Demonstrating strong business acumen	Has an understanding of the key business drivers that will help create a sustainable club. Can use sound commercial principles to further develop the club's best interests.
Demonstrates by actions a thorough understanding of good governance	Understands and implements the rules and governing principles of the club.
Highly developed communication skills	Demonstrates excellent oral and written communication skills. Communicates plans and activities in a manner that gains members' involvement and confidence.
Demonstrates honesty and integrity	Instils mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner toward others.
An understanding of finance and accounting	Qualifications and experience as an accountant, financial adviser, financial auditor or similar.
Innovation and Problem solving	Generates innovative solutions to diverse situations by trying different and novel ways to deal with problems and opportunities.
Strong planning and organising	Prioritises activities and develops plans to achieve them.
Ability to be flexible	Is open to change and new information; adjusts rapidly to new situations warranting attention and resolution.