

Title: Committee Job Description: Treasurer	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Treasurer is responsible for the collection, custody and payment of all Club funds, and for the correct recording and reporting of the details of these activities.

The **Treasurer** works directly with the President and in the execution of this role, the **Treasurer** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club’s Code of Conduct
3. Establish a low fee bank account in the Clubs name
4. Perform the duties of “Authorised Signatory” as required in relation to the Club’s bank account.
5. Ensure that all negotiable instruments are signed by any two Committee Members
6. Be responsible for the Club Credit Card processing machine
7. Use the club’s online payments system for club receipts and reporting
8. Be the backup to the Public Officer with access to all PayPal administrative functions
9. Maintain a current backup copy of the Confidential Club Online Payments System SOP
10. Receive and collect all money due to the Club
11. Ensure that as soon as practicable after receiving any money, an appropriate receipt is issued
12. Deposit all money received into the Club bank account
13. Maintain the confidentiality of Committee business
14. Maintain correct books and accounts showing the financial affairs of the Club
15. Record full details of all receipts and expenditure connected with Club activities
16. Maintain an Asset Register of all Club owned property
17. Make budgetary recommendations to the Committee
18. Report financial performance at each Club meeting
19. Report Annual financial performance at the Annual General Meeting
20. Be involved in the continuous improvement process
21. Be a team player and make the good of the Club the over-riding priority
22. Listen to Club Members
23. Prepare report for bi monthly club magazine
24. Perform any other duties as may be required.

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2011 Document approved.
3. 01/01/2013 General Review
4. 01/01/2016 General Review. Replace “Webmaster” with “Public Officer” re PayPal administration
5. 25/02/2016 Inclusion of “Authorised Signatory” in relation to the Club’s bank account.

Committee Member Acceptance:

Date:

Name

Signature