

PORT ADELAIDE CYCLING CLUB

ROLE STATEMENT

TREASURER



The Treasurer is elected by the membership of the Club at the Annual General Meeting and is the chief financial officer. The Treasurer is directly responsible to the President, the Committee and Club members.

The Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the Club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of revenues and payment of financial obligations.

The Treasurer must also ensure that all financial transactions are recorded in the Club's accounts and produces the Club's financial reports for presentation to the Committee, the members at the Annual General Meeting, as well as complying with all financial reporting obligations contained in the club rules and in the Incorporated Associations legislation.

The general responsibilities of the Treasurer are wide and varied and may include, but is not limited to the following responsibilities.

Governance

- Complies with statutory requirements for management of the Club's finances.
- Ensures appropriate financial policies and procedures are in place and documented.
- Ensure the Club's compliance with all applicable tax arrangements.

Meetings

- Provides a written and verbal Treasurer's report at Club meetings.
- Reports to the Committee at each meeting on the financial position of the Club.
- Reports to the Annual General Meeting on the financial position of the Club.

Administrative & Management

- Makes payment of the Club's bills / accounts / invoices promptly.
- Issues any invoices on behalf of the Club.
- Keeps up to date and accurate financial records, including undertaking monthly reconciliations.
- Ensures the Club's financial records are adequate, protected, backed up and accessible.
- Manages the Club's banking, including acting as signatory on the bank account.
- Maintains the Club's Asset Register.
- Assists Race Directors with preparation of event budgets, and provision of an end of event financial summary.
- Ensures Race Directors are provided with prize money and petty cash if required.
- Serves on and contributes to other sub-committees as required.

Finance

- Ensures the Club's financial control procedures are adequate and appropriate safeguards against fraud are in place.
- Ensures that risk management strategies are in place.

Media / Promotion

- Promotes the Club in the community as opportunities arise.

Essential Skills and Requirements

- Holds (or acquires immediately after election to the Committee) a current "Working with Children" police check.
- Remains well informed of the club, its functions and activities.
- Is aware of the future direction and plans of the Club and Committee.
- Has a good working knowledge of the rules of the club, the duties of committee members and sub-committees.
- Ability to keep concise financial records in the Club's accounting system.
- Ability to allocate regular time to maintaining the financial records of the Club
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner,
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer literacy.
- Receptive to change.
- Dedicated to the Port Adelaide Cycling Club.

End of Term Handover

The Treasurer will ensure that any operating / procedure documents are created and maintained throughout their term.

The Treasurer will review and revise their Role Statement to ensure it continues to reflect the requirements of the role.

The updated operating / procedure documents and Role Statement will be provided to the club Secretary prior to the Annual General Meeting each year.

The Treasurer will also train, mentor and support the incoming Treasurer in the initial stages of their appointment to the role.

Commitment

The Treasurer will attend monthly Committee meetings as arranged by the Committee. If the Treasurer is unable to attend a meeting, apologies will be forwarded to the Secretary as soon as practical, but prior to commencement of the meeting.

The Treasurer would also be expected to undertake other duties as identified in the Role Statement for a General Committee Member.