**[Club Name]**

position description – club TREASURER

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

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 all revenues and payment of all financial obligations. The treasurer must also ensure that all financial transactions are recorded in the club’s accounts and producing the club’s financial reports for presentation to the committee, the members at the AGM, as well as complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

# Role REsponsibilties

## Empowering the committee to manage the financial affairs of the club

* Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee.
* Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
* Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and act in a timely manner.
* Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting).
* Provide a list of payments for the previous month to each committee meeting.
* Provide a list of revenues outstanding and payments to be made to the committee each committee meeting.

## Protect the club’s assets, cash and the volunteers who manage them

* Implementing financial management procedures which protect both the club’s funds and assets and the volunteers who handle them.
* Control the club bank account(s), ensuring only those authorised are bank account signatories.
* Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made).
* Ensure as much revenue as possible is collected using online payments.
* Ensure all approved expenditure is paid as when it falls due.
* Ensure all moneys due to the club are collected.

## Financial reporting

* Where an audit or review is required ensure, it is completed in time for the financial reports to be presented to members at the Annual General Meeting
* Produce the financial report to members to be presented at the Annual General Meeting
* Undertake all legislatively required reporting and submissions.

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# CODE OF CONDUCT

The Treasurer agrees to:

* Keep their comments to matters before the committee.
* Attend meetings and be punctual.
* Undertake review of documents prior to meetings, within timeframes requested.
* Act in the best interests of the Club, and not bring the Club into disrepute.
* Exercise appropriate care and diligence.
* Not make false statements or falsify records.
* Act appropriately to not gain advantage for themselves or others.
* Not make offensive statements or comments or behave improperly.
* Ensure as the Chairperson that all opinions are heard equally and respectfully.
* Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest.
* Keep all matters in confidence and not disclose any matters of sensitive business to the general public, members of staff or other associates of the Club.
* Bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

# conflict of interest

If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# End of year hand over

## Updating key documents

At the end of each year a key activity of the Treasurer will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary prior to the Annual General Meeting each year.

## Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

# EDUCATION & SKILLS

## REQUIRED:

* Must be a current member of Pony Club.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* A national Police Check.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED:

* A sound understanding of the strategic direction of the organisation from National to Zone level and a commitment to strategic management for the club.
* An understanding of the long-term needs of the club
* A sound understanding of the rules, policies, procedure and requirements of the organisation from National to Club level.
* Enthusiastic and well organised.
* Ability to keep concise financial records in the clubs accounting system.
* Ability to allocate regular time periods to maintain 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 bookkeeping experience preferred.
* Be aware of and undertake training when required or recommended.
* Be confident to use a computer and online system.

# TIME COMMITMENT

The estimated time commitment required as the Treasurer is XX hours per week.

# Terms of Engagement (check your club consitution!)

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

*(Note: Good governance would suggest a longer term such as 2 years and limited tenure to promote succession planning, a change like this would require a change to the club constitution.)*

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: