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| **POSITION DESCRIPTION – Association Treasurer** | |
| **Organisation:** | Mandurah Netball Association |
| **Job Title:** | Treasurer of *Mandurah Netball Association* |
| **Position Type:** | Voluntary |
| **Reports to:** | Committee members of *Mandurah Netball Association*  President of *Mandurah Netball Association* |
| **Currently filled by:** | Lisa Bermingham |
| **Commencement date:** | October 2017 |
| **End date:** | October 2020 |
| **Time Commitment:** | Hours per week to be negotiated |
| **POSITION REQUIREMENTS** | |
| **Purpose**  To manage the banking and acceptance of fees of *Mandurah Netball Association* | |
| **Knowledge/Skills**   * Well organised * Good communication skills * Able to keep good records * Able to work in a logical orderly manner * Is aware of the future directions and plans of the Association * Understanding of the Association’s Policies/Procedures/Constitution and By-­‐Laws * Is a supportive leader for all Association members * Can maintain confidentiality on relevant matters * IT competency – familiar with basic operating systems, Microsoft Office, internet and email * MyNetball training | |
| |  | | --- | | **RESPONSIBILITIES AND DUTES** |  * Oversee the financial records of *Mandurah Netball Association* * Present financial reports at committee meetings as prepared by the bookkeeper * Ensure that information for an audit is prepared each year and arrange for the audit * Ensure the production an annual financial report for presentation at the AGM * Pass on all relevant documentation to the bookkeeper for recording in MYOB * Work with Association Bookkeeper as required * Receive and receipt all season registration fees, follow up on Kids Sport payments, and registration fees for Development * Ensure floats for the Canteen during competition days or carnivals are available * Show evidence that daily takings are counted and are then banked in a timely manner * Liaise with Committee members for assistance when required * Attend all meeting of the Executive and Committee * Coordinate with Bookkeeper and Secretary to ensure all payments to umpires and coaches reimbursements are done in a timely manner for carnivals and State Championship * Keep a record of hours worked for paid personnel, prepare, and pay wages each week and maintain up to date records for taxation purposes | |

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| **ADDITIONAL INFORMATION** |
| **Required Checks:**   * Qualification check * Reference Check * Working With Children Check * Volunteer Police Clearance |
| **The opportunity to:**   * Work as part of team dedicated to the growth and development of *Mandurah Netball Association* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *Mandurah Netball Association* * Use one’s skills in a positive, engaging and challenging way * Work as part of a group of people dedicated to the development and longevity of   *Mandurah Netball Association* |
| **Reimbursement of Out-­‐of-­‐Pocket Expenses**  (subject to advance authorization and presentation of receipts) |
| **For further information regarding this position please contact**  ***Mandurah Netball Association***  ***Email :*** [***mna@bigpond.net.au***](mailto:mna@bigpond.net.au)  ***Phone : 089581 5054***  ***Please note the Office is only attended Monday and Friday from 10am-2pm*** |