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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
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| **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
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| **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******Phone : 089581 5054*** ***Please note the Office is only attended Monday and Friday from 10am-2pm*** |