

POSITION DESCRIPTION

Assistant Treasurer



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To ensure the appropriate support to the president, Committee of Management and other committees.
- To ensure the financial management and reporting are in place and operating.
- To provide the Committee of Management an accurate understanding of the financial status of the club at all times.

Responsibilities

- Assist the treasurer with the collection, counting and banking of monies from the Association's operational activities.
- To ensure all accounts are appropriately audited (if required) in accordance with the rules of the Association.
- Be familiar with the benefits of an established accounting package.
- Assist the treasurer with financial reports to the Committee of Management:
 - Profit and loss for the month
 - Forecasting
 - Cash flow
- Assist the treasurer with the annual report.
- Assist the treasurer to attain financial reports from revenue generating areas of the Association.
 - Membership
 - Sponsorship
 - Events
 - Fundraising activities
 - Uniforms
 - Bar
 - Canteen

Relationships

- Reports to and liaises with the president, Committee of Management and other committees.
- Supports all finance portfolio volunteers.
- Liaise with and develop relationships with Association members, suppliers and other key stakeholders.
- Liaise with Association external auditor.

Accountability

- The assistant treasurer is accountable to the treasurer.
- Provide a report on any aspect of portfolio operations to the Committee of Management when requested.