

Position Description - Treasurer



Length of Term: Two Years

Mission:

"In partnership with our clubs, support, encourage and grow golf in an enjoyable environment"

Vision:

"To be engaging and supporting leaders to the WDGA member clubs."

Purpose

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the Association, is responsible for protection of the association'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 association's accounts and producing the Association'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 Association rules and the Incorporated Associations legislation.

Key Roles and Responsibilities

Compliance

- Record all financial transactions in the Association's adopted accounting system as well as maintaining a list of association assets and liabilities.
- Ensuring that Annual statement is lodged with Consumer Affairs each financial year
- Undertake all legislatively required reporting and submissions
- Ensure that relevant Risk Management, Safety, and Member Protection policies and procedures are followed accordingly.

Strategy and policy

- Preparation of the budget and cash flow projection at the start of the year for review and sign off by the committee
- To assist President and Vice president in financial aspects of Grants and Submissions.

Accountability

Empowering the committee to manage the financial affairs of the Association

Protect the association's assets, cash and the volunteers who manage them.

- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances each committee meeting for the committee to review and act in a timely manner
- Provide profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of transactions for the previous month/s to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

- Implementing financial management procedures which protect both the association's funds and assets and the volunteers who handle them
- Control the associations 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 affiliation fees due to the association are collected
- Purchasing of Prizes for District Events.

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

Document Management

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the 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.

Essential Skills & Requirements

The Treasurer is expected to:

- Able to keep concise financial records in the association's accounting system. (Intuit)
- Able to allocate regular time periods to maintain the financial records of the association.
- Experienced in financial accounting or book-keeping (would be beneficial)
- Be conversant with electronic banking.

Related Documents:

WDGA Code of Conduct

WDGA Committee Charter

WDGA Strategic

Adopted Accounting Program" Intuit Quick Books"

Approved: WDGA Executive: June 2nd 2020
Review Date: June 2022