



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

*Donvale Netball Club Inc. exists to improve people's lives
through the sport of Netball*

Position Title:	Treasurer		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Executive & Committee Meetings minimum once per month, and time required to execute duties		
Donvale Netball Club Inc.	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster & District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Officer, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Member Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<p>We are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

Primary Purpose of Position

- Provide management of the Association/Club and its financial dealings

Key Responsibilities

- Prepare and monitor annual Budget.
- Be fully aware of the financial position of the association at all times and notify the Committee of all financial trends and any areas of concern.
- Ensure financial and treasurer reports are available and understood at all committee meetings.
- Provide evidence that money received is banked and documentation provided for all money paid out.
- Present a Balance Sheet and statement of income and Expenses at the annual general meeting.

- The banking of cash within seven days of receipt, security of petty cash and the bank accounts, eg. The cheque books and the transfer of money between accounts.
- Pay accounts passed for payment and send out accounts as required.
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions.
- Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge.
- Invest surplus funds and manage Association investment program if applicable.
- Ensure the Annual business returns and Business Activity Statements (including GST) are filed as required by State and/or Federal legislation.
- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.
- Acquit funds received from Government and /or local Council grants and submit necessary financial statements.
- Determine annual registration fees for players and non-playing members.
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association.
- Head a Finance Sub-Committee, which may comprise the roles of Treasurer, Revenue Manager, Sponsorship Manager and Grants Manager

Knowledge, Skills & Abilities

- Committed to the success of the Club, its membership and the sport of netball.
- Ability to undertake accounting and finance duties.
- Ability to allocate time to maintain records and books in a logical manner.
- Able to keep good records and manage financial records electronically.
- Aware of information which is needed to be kept for annual audit (if applicable in accordance with Consumer Affairs Victoria regulations).
- Ability to advise on financial undertakings, revenue and expenditure in the interests of the Club and members.
- Well organised and able to work in a logical orderly manner.
- Ethical and honest.

Other Requirements

- Induction Training
- Working with Children Check