



Mountain Creek Netball Club

Treasurer	
Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

General Description / Responsibilities	
Job Purpose:	The role of the Treasurer is to perform all financial management tasks on behalf of the club. The Treasurer is primarily responsible for maintaining financial records, planning and budgeting all club expenses, and upholding general financial oversight for the club.
Job Responsibilities:	<p>The responsibilities of the club Treasurer are:</p> <ul style="list-style-type: none"> • Stay informed about all club activities and operations. • Understand club rules, processes, and the roles of all committee members. • Liaise with bank to set up and change all signatories and account addresses. • Liaise with the President and Sponsorship Coordinator in finding/submitting grants for the club to further improve income of money to put back into players and equipment. • Pay all SCNA fees, alongside any other fees (e.g. carnivals, external suppliers), on time, ensuring Executive Committee sign-off on payments. • Help manage complaints and disputes fairly, following club policies and procedures.
Specific Roles:	<ul style="list-style-type: none"> • Set and share all key dates for the season (e.g. sign-on, grading, training start, team release, break-up). • Aid the Executive Committee in proposing registration fees for the upcoming season. • Work with the Executive Committee to plan and run team grading and formations. • Keep cash floats/tins, cheque books and club Eftpos machine in an orderly manner. • Reconcile the MCNC account on a monthly basis and ensure there is adequate cash flow. • Reimburse committee members for any out-of-pocket MCNC related expenses. • Bank and record any cash collected by the club for uniforms and fundraisers etc. • Ensure all registrations and club purchases are recorded in the club's preferred accounting program. • Help with other tasks when needed to support the committee. • Be available and responsive via email throughout the season.

	<ul style="list-style-type: none"> • Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up. • Be available all day on BBQ day and photo day to assist committee.
Treasurer Capabilities:	<p>The individual taking on Treasurer will require:</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Ability to function in a team environment with evenly distributed responsibilities. • Superior time management and organisational skills and ability to meet deadlines. • Experience in internet banking and accounting systems. • Reliable and able to maintain confidential membership information. • Well-developed decision-making skills and be receptive to change. • Understand how to separate personal interest and association matters so to always act in the best interest of the organisation. • Dedication and a good role model to the community and committee.