Insert Assn or club logo

# X Softball Assn

# TREASURER ROLE DESCRIPTION

**Post title:** X Softball Assns / club Treasurers Role Description

**Term:**

**Estimated time commitment per week:**

**Function of the Association /club board**

The Assn/club Board is to work within the boundaries of the Assn/club Constitution.

The main aims of the Board are to set the strategic direction of the Association and make sure the focus, objectives and identified goals of the x association are achieved.

**Purpose of Post**

The main purpose of the treasurer is to look after the finances of the Assn/club, to keep the books and make sure that the Assn/club operates within the annual budget.

They are responsible for collecting and accounting for all dues, fees and funds and disburse all monies of the Association under the authority of the Board.

All disbursements shall be made only as authorised by a resolution of the Board.

**Responsible To**

The Treasurer is elected at the AGM by the Assn/club members.

The Treasurer shall be accountable to Assn/club Board

**Responsibilities and Duties**

The Treasure should:

* Attend the Board meetings and the AGM
* Collect and account for all dues, fees and funds
* Issuing receipts for all money received and recording this information
* Ensuring that all cash and cheques are promptly deposited in the bank
* Lead financial planning and produce an annual budget (forecasted income and expenditure) prior to each season
* Provide a Statement of Financial Performance at each Board meeting and to the Management Committee
* Produce a Statement of Financial Performance and Statement of Financial Position for the AGM
* Preparing a year end statement of accounts to present to the Auditors and arranging for the statement of accounts to be audited
* Affiliating the Assn/club to Softball NZ / X Association
* Helping to prepare and submit any statutory documents that are required (e.g. GST returns, grant reports etc)
* Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.