

# MANAGEMENT COMMITTEE APPLICATION FORM



All Stars Baseball Club

TREASURER

## POSITION OVERVIEW:

### TIMEFRAME FOR POSITION

**TWO YEAR TERM** (with the opportunity to reapply for a second two year term)  
**NOTE:** Committee members **cannot hold office for more than 4 years** and **must retire** from the committee **for a mandatory period of one year.**

### RECOGNITION & REWARD OFFERED FOR THIS POSITION

1. Will attract a Band of Level 1 -\$400

## SKILLS

### SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

- **MONEY MANAGEMENT:** knowledge and/or experience in financial management for a club of our size.
- **FINANCIAL REPORTS:** Ability to provide and present regular financial statements to the committee meeting
- **RECORDS:** Ability to manage the financial records electronically

### OBJECTIVES OF THE TREASURER:

- Record/ track income and expenditure for reporting to members and regulative bodies
- Monitor Clubs income and expenditure to ensure all committees and individuals maintain budgetary requirements/restraints.
- Provide the financial reports in accordance to the Club constitution, Office of Fair Trading and Governments.
- Assist in the development of an annual budget

### KEY OBJECTIVE

To assist the Committee to maintain the standards of financial record keeping and accountability

### TYPICAL DUTIES OF THE TREASURER

- Attend and actively participate at Committee meetings
- Maintain financial books and records regularly
- Report on the financial status of the club in writing at every official meeting of the committee
- Ensure that the budgeting is carried out
- Be aware of information required for the annual audit.
- Required to keep good transparent and accountable records

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## INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Ensure the responsibilities of the Treasurer under the Associations Incorporation Act are discharged:
  - Receive all amounts and, if asked, immediately issue a receipt;
  - As soon as practicable, deposit all amounts in the Association's account with a financial institution;
  - As soon as practicable, enter amounts and payments in the Association's cash books;
  - Be one of the signatories for negotiable instruments (for example, cheques); and
  - Balance the cash book and financial institution accounts regularly (regulation 12, schedule 5).
- Ensure appropriate financial systems and controls are in place.
- Work with the Committee in preparing an annual budget.
- Work with the Committee to ensure financial reporting to the Committee on a regular basis, including profit and loss statements, budget comparisons and most recent bank statements.

### Other duties shared by all committee members.

- Ensure the responsibilities of the Association and committee members under the Associations Incorporation Act are discharged:
  - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
  - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
  - to prepare financial statements within six months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
  - to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);
  - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
  - to ensure the position of Secretary is not left vacant for more than one month (section 65);
  - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
  - to notify any change in Secretary within one month (section 68);
  - to ensure that the Association holds public liability insurance (section 70);
  - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
  - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).

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CLUB	All Stars Baseball Club	
POSITION	CLUB TREASURER	TERM 2 years

## APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

### 1) If you have been

(a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition

(b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

**Your application cannot be legally accepted by the Association**

If you have not have been convicted then you may continue completing this application

## PROCESS

**ELECTRONIC APPLICATIONS ONLY**:- (hand written applications will NOT be accepted)

Applications close :- **MONDAY 15<sup>th</sup> MAY 2017**

Form to be completed:- Electronically and forwarded to [secretary@allstarsbaseball.com.au](mailto:secretary@allstarsbaseball.com.au)

Applicant's Name	_____	
Applicant's Contact Details	Ph: _____	Mb: _____
	Email: _____	

## APPLICANT'S SUPPORT

MOVED	Name	email
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SECONDED	Name	email
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Date application completed and sent

THE POSITION	CLUB TREASURER
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APPLICANT'S NAME	
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# MANAGEMENT COMMITTEE APPLICATION FORM

## MOTIVATIONS

What currently motivates you to apply for this position?

**Your task is to provide members with samples of your SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

## SKILLS YOU BRING TO THE CLUB AND THIS POSITION

**Note the min standard required for this position: is that you have experience in producing /managing electronic financial records, managing cash cheque books and electronic payments**