

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.

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

MANAGEMENT COMMITTEE APPLICATION FORM

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).

MANAGEMENT COMMITTEE APPLICATION FORM

Date application completed and sent

THE POSITION	CLUB TREASURER
--------------	----------------

APPLICANT'S NAME	
------------------	--

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