



Department of
Sport and Recreation



POSITION DESCRIPTION – Association Treasurer

Organisation:	Mandurah Netball Association
Job Title:	Treasurer of <i>Mandurah Netball Association</i>
Position Type:	Voluntary – Honorarium annually
Reports to:	Committee members of <i>Mandurah Netball Association</i> President of <i>Mandurah Netball Association</i>
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	Hours per week to be negotiated

POSITION REQUIREMENTS

Purpose

To manage the banking and acceptance of fees of *Mandurah Netball Association*

Knowledge/Skills

- Well organised
- Good communication skills
- Able to keep good records
- Able to work in a logical orderly manner
- Is aware of the future directions and plans of the Association
- Understanding of the Association's Policies/Procedures/Constitution and By-Laws
- Is a supportive leader for all Association members
- Can maintain confidentiality on relevant matters
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- MyNetball training



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RESPONSIBILITIES AND DUTES

- Oversee the financial records of *Mandurah Netball Association*
- Present financial reports at committee meetings as prepared by the bookkeeper
- Ensure that information for an audit is prepared each year and arrange for the audit
- Ensure the production of an annual financial report for presentation at the AGM
- Pass on all relevant documentation to the bookkeeper for recording in MYOB
- Work with Association Bookkeeper as required
- Receive and receipt all season registration fees, follow up on Kids Sport payments, and registration fees for Development
- Ensure floats for the Canteen during competition days or carnivals are available
- Show evidence that daily takings are counted and are then banked in a timely manner
- Liaise with Committee members for assistance when required
- Attend all meetings of the Executive and Committee
- Coordinate with Bookkeeper and Secretary to ensure all payments to umpires and coach's reimbursements are done in a timely manner for carnivals and State Championship
- Keep a record of hours worked for paid personnel, prepare, and pay wages each week and maintain up to date records for taxation purposes



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ADDITIONAL INFORMATION

Required Checks:

- Qualification check
- Reference Check
- Working With Children Check
- Volunteer Police Clearance

The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of *Mandurah Netball Association*
- Use one's skills in a positive, engaging and challenging way
- Work as part of a group of people dedicated to the development and longevity of *Mandurah Netball Association*

Reimbursement of Out-of-Pocket Expenses

(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

Mandurah Netball Association

Email : mna@bigpond.net.au

Phone : 089581 5054

Please note the Office is only attended Monday and Friday from 10am-2pm