



## **SBTC Committee Member Position Description**

### **Treasurer**

#### **Role**

Manage all financial management and reporting responsibilities for the club to ensure its financial security.

#### **Responsibilities**

- Manage clubs bank account and funds
- Deposit any cash into the club bank account
- Pay invoices and reimbursements
- Issue invoices on request for payments received
- Responsible for reconciling club fees
- Prepare monthly accounts
- Prepare, or organise the preparation of, the Financial Report as at 30 June each year
- Prepare a funding plan for the financial year
- Keep a written record of all money given or received by the club, its members and contacts.
- Work with the Merchandising Officer to record and track all merchandise sales/purchases/SOH
- Assist with the development of the financial/budget requirements for any funding/grant applications

Last updated: July 2017