



TREASURER POSITION DESCRIPTION

Manningham Netball exists to improve people's lives through the sport of netball.

Position Title:	Treasurer
Reports to:	Executive Committee
Direct Reports:	N/A
Employment Status:	Volunteer
Time Commitment	As required
Doncaster & Districts Netball Association trading as Manningham Netball	<p>Manningham Netball (the "Association") is a not for profit, member-based organization which is governed by a volunteer Committee, based in the City of Manningham.</p> <p>The Association Committee of Management comprises six General Committee members and the Executive Team comprising the President, Vice President, Treasurer & Secretary.</p>
Commitment to Child Safety	<p>All applicants are required to undergo background checks and screening prior to or during any appointment. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>As an affiliate of Netball Victoria, Manningham Netball embraces diversity in gender, age, ethnicity, disability, religion and sexual orientation, and is committed to providing a safe environment for children in the netball community.</p> <p>Manningham Netball adopts Netball Victoria's Commitment to Safeguarding Children & Young People:</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered, and also seeks to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>

Primary Purpose of Position

- Provide management of the Association and its financial dealings

Key Responsibilities

- Prepare and monitor annual Budget
- Be fully aware of the financial position of the Association at all times and notify the Committee of all financial trends and any areas of concern
- Ensure financial and treasurer reports are available and understood at all committee meetings
- Provide evidence that money received is banked and documentation provided for all money paid out
- Present a Balance Sheet and statement of income and Expenses at the annual general meeting
- The banking of cash within seven days of receipt, security of petty cash and the bank accounts, e.g. the cheque books and the transfer of money between accounts
- Pay accounts passed for payment and send out accounts as required
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge
- Invest surplus funds and manage Association investment program if applicable

Key Responsibilities (continued)

- Ensure the Annual business returns and Business Activity Statements (including GST) are files as required by State and/or Federal legislation
- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required
- Acquit funds received from Government and /or local Council grants and submit necessary financial statements
- Determine annual registration fees for players and non-playing members

Knowledge, Skills & Abilities

- Accounting and finance experience.
- Liaise with the DDNA Financial Officer and Administrator.
- Ability to allocate time to maintain records and books in a logical manner.
- Able to keep good records and manage financial records electronically (MYOB Account Right).
- Aware of information which is needed to be kept for annual audit.
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy.
- Team player and dedicated to the Association.

Other Requirements

- Working with Children Check

Summary of Manningham Netball Portfolios

Representative Teams Sub-Committee

- Senior Rep Co-ordinator
- Junior Rep Co-ordinator
- Uniforms co-ordinator

DDNA Venues & Precincts Sub-committee

Saturday Competition Sub-Committee including Grading Sub-Committee

Night Competitions - Co-ordinator/s (Tuesdays)

Saturday Competitions Manager

Programmes Sub-Committee

- All Abilities
- NetSetGo
- Walking Netball
- Fast 5 format
- Rising Stars Junior Development
- 3-5 year olds programme
- School Holiday Clinics

Revenue Sub-Committee

- Marketing
- Fundraising
- Grants
- Sponsorship

Communications

- Website
- Facebook
- Instagram
- Other alternatives

Umpire Programme

- Umpire Co-ordinator
- Umpire Supervisor

Member Protection Information Officer & Working With Children Check Officer

Operations Management

- Administrator
- Finance Officer

Canteen Manager

Complaint Handling Officer / Hearing Officer

Volunteers Co-ordinator