

Waratah Hockey Club



TREASURER

ROLE STATEMENT

The Treasurer assists the Committee to fulfil club financial functions in accordance with clause 37 of the Waratah Hockey Club Constitution and is the primary contact for all financial matters the club.

KEY DUTIES

- Receive all moneys paid to the club and issue receipts.
- Pay all moneys received into the account of the club within 5 working days after receipt.
- Make any payments authorised by the Committee or by a general meeting of the club.
- Ensure the accounting records of the club are kept in accordance with section 41 of the Associations Act 2003 (NT).
- Coordinate the preparation of the club's annual statement of accounts.
- Act as custodian of all accounting records and financial documents of the club.
- Monitor the Treasurer's email account and attend to incoming correspondence.
- Ensure the member registration database is functioning effectively, and member fees are invoiced.
- Process club online shop orders and coordinate the sale with the Uniform and Equipment Officer.
- Maintain club uniform and equipment inventory via the club online ordering system in conjunction with the Uniform and Equipment Officer.
- Actively participate in committee meetings and other agreed decision-making processes (such as email and group chats), including provision of financial reports.
- Ensure action items and resolutions of the committee are carried out.
- Ensure club policies and code of conduct are adhered to by members and self.
- Fulfil such other duties as the committee may request.