

PROCEDURE OUFC- PD 004

Club Treasurer and Public Officer

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Treasurer and Public Officer of OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Registration Forms
- Registration procedures for members
- Membership Records
- Nomination Forms
- Working with Children Forms
- Prohibited Employment Forms

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC PD President 001
OUFC 001 Membership
OUFC 002 Executive Committee
OUFC 004 General Operations

4 RESPONSIBILITY

Treasurer	<p>The management and control of the Club's financial operations</p> <p>To support the President in their responsibility of ensuring that the Club has clearly established goals, objectives and strategies for achieving them; that they are appropriate in the circumstances and that they are understood by all the Committee.</p> <p>Other appropriate duties as requested by the President</p>
-----------	---

5 DEFINITIONS

Club: - Ourimbah United Football club

Committee:- The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Have understanding of the Game of Football
- 2) Demonstrate good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stakeholders. Strive to continually improve communications processes within the Club.
- 3) Demonstrate a sound understanding of a Company Treasurer responsibilities and accountabilities. Preferably with formal Accounting, Business or Management Qualifications.
- 4) Operational understanding of MYOB or be willing to be trained
- 5) Maintain High Ethical and Moral standards to ensure integrity in their personal and professional dealings and liaisons within the Club and with outside stakeholders.
- 6) Support and assist the President in carrying out their duties.
- 7) Duties of Treasurer will include but not limited to :-
 - * That all accounts are kept current, showing the financial affairs of the Club.
 - * That all monies received by the Club are banked into the Club's bank account within 72 hours of receipt.
 - * That all payments authorized by two Club delegates are made.
 - * That all monies due the Club are collected and received in a prompt manner and bad debts are pro-actively collected.
 - * Reconcile the Bank Statements of Accounts with the Club's financial records, before each General Meeting as directed by the Club Executive.
 - * Prepare and present financial reports to the monthly Executive meeting, the reports should include an Actual V Budget comparison analysis.
 - * Maintain full details of all receipts and expenditure connected with the activities of the Club.
 - * Ensure that all financial books and records are submitted to the Club Auditor for an annual audit, four weeks prior to the AGM.

Title: Position Descriptions
Ref: OUFC –PD 004 Treasurer

Revision: **Error!**
Unknown document property name.
Issue Date: 4/11/104/11/2010
Control: Controlled
Authorised By :

- * That an audited balance sheet and financial statement is tendered at the Annual General Meeting.
- * Prepare the Club budget for the following year, including recommended registration fees for the following year.
- * Prepare required annual reports.

6) Duties of Public Officer will include but not limited to

- * Notify the NSW Office of Fair Trading (an Agency of Government) of any changes in the Constitution.
- * Notify the Agency within fourteen (14) days of appointment of the full name, residential address and date of appointment of the Public Officer.
- * Lodge with the Agency an Annual Statement within one (1) month of the Annual General Meeting.
- * Arrange for payment of all Lodgement Fees.

Failure to Comply

If the Public Officer fails to comply with the requirements laid down by the NSW Office of Fair Trading, penalties or fines may be imposed by the Agency against the Public Officer or the Executive of the club.

- 7) Promote and encourage professionalism in sports management and in the Game of Football, within the committee and the Club as a whole.
- 8) Shall ensure that all members of the Committee /s perform their duties in accordance with the constitution, their position descriptions and the Clubs policy and procedures.
- 9) Ensure all members of the Club observe the code of conduct.
- 10) Where possible, attend all official functions and major events of the Club.
- 11) The Treasurer shall, as soon as practicable after being elected, provide to the Club Secretary and the CCF their address and contact details.

Title: Position Descriptions
Ref: OUFC –PD 004 Treasurer

Revision: **Error!**
Unknown document property name.
Issue Date: 4/11/104/11/2010
Control: Controlled
Authorised By :

Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.



Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
-----------------	-------------	---------------	--------------

Title: Position Descriptions
Ref: OUFC –PD 004 Treasurer

Revision: **Error!**
Unknown document property name.
Issue Date: 4/11/104/11/2010
Control: Controlled
Authorised By :

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original

