



NOARLUNGA MODEL AERO SPORTS Inc.

Flying field and club rooms.

Gate S34.068 off Clisby Lane, Seaford Meadows. S.A. 5169

Postal: P.O. Box 44 Old Noarlunga, SA. 5168

www.facebook.com/NoarlungaModelAeroSports

www.nmas.info

POSITION & PERSON SPECIFICATION CLUB TREASURER

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Objectives

The Treasurer role is to ensure the club financial management and reporting systems provide an accurate understanding of the financial status of the club at all times

Requirements

As a member of the committee a Working with Children Check Outcome of NOT-PROHIBITED is required

Knowledge and Skills required

- Familiar with bookkeeping and record keeping practices
- Proficient in the use of financial control and reporting software packages
- Proficient in the use of email, spreadsheets and word processing software
- Ability to communicate at all levels
- Knowledge of the organisation and management structure of aero modelling both locally and nationally

Responsibilities and Duties

- Prepare monthly balance sheets to produce at committee meetings
- Collect and bank all monies from membership and other sources on behalf of the club
- Pay invoices in a timely manner
- Maintain appropriate accounts of all income and expenditure
- Present all accounts for payment at to the Club Committee
- Maintain membership subscription records
- Provide cash receipts and payment records
- In conjunction with the club secretary, maintain a register of club assets
- Maintain a register of all club assets
- Prepare and produce an annual Budget

- Ensure Club finances are correctly audited
- Ensure all taxation commitments are met by the club

Accountability

The Treasurer is accountable to the Members and the General Committee

Annual Report

The Treasurer presents an audited Financial Report at the Annual General Meeting. It should be a comprehensive summary of the previous year's financial activity, budget for the coming year in line with the strategic direction of the club and include any recommendation of changes to club fee structure.

Commitment

- The Club Treasurer term of office runs for two years
- The estimated time commitment required as the Club Treasurer is 6-8 hours per week.

Assumption

To meet current day communication requirements, it is assumed that the holder of this position will be in possession of a personal computer and have access to internet facilities.