



BRISBANE WEST REGIONAL BASEBALL



Southern Stars Ipswich Musketeers

Toowoomba Rangers Western Districts

Treasurer

The Treasurer is the chief financial management officer of the Brisbane West Regional Baseball. The roles of the Treasurer should include:

1. Act as the Brisbane West Regional Baseball's chief financial management officer and plan for the Brisbane West Regional Baseball's financial future
2. Keep all books and accounts of the Brisbane West Regional Baseball and prepare a statement of income and expenditure for presentation at meetings
3. Receive all monies and issue receipts
4. Pay all fees due to peak bodies and suppliers
5. Prepare an annual balance sheet for auditing
6. Work with the President to prepare an annual budget
7. Present all accounts incurred by the Brisbane West Regional Baseball to be passed for payment by the Committee. In matters of urgent necessity, payment may be made but any such urgent payments must be ratified by the Committee at the next meeting
8. Perform such other duties as the Committee may direct
9. Hand over to the incoming Treasurer all papers and records pertaining to the Brisbane West Regional Baseball
10. Have a good working knowledge of the Brisbane West Regional Baseball's constitution, rules, policies and procedures
11. Be aware of the future directions and plans of the Brisbane West Regional Baseball