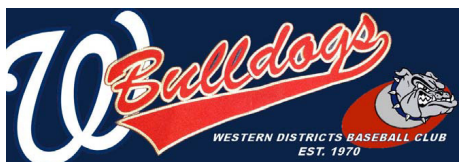


# COMMITTEE APPLICATION FORM



## POSITION OVERVIEW:

### TIMEFRAME FOR POSITION

Two year term (with the opportunity to reapply for a 2<sup>nd</sup> two year term)

**Note:** Successful applicants cannot hold office for more than 4 years and must retire from the board for a mandatory period of one year.

## SKILLS

### SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

- Qualifications and / or knowledge and experience in financial management.
- Ability to provide and present regular financial statements to the board meeting and relate the organisation's financial position to the budget including future forecasts.
- The ability to provide relevant financial information and make decisions on the allocation of the financial resources of the organisation in negotiation with the Board
- Ability to manage the records electronically.

### OBJECTIVES OF THE TREASURER:

<ul style="list-style-type: none"><li>• Provide effective financial management, to ensure the future financial stability and growth of the organisation.</li></ul>
<ul style="list-style-type: none"><li>• Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of organisation's funds.</li></ul>
<ul style="list-style-type: none"><li>• Monitor income and expenditure to ensure all committees and individuals maintain budgetary restraints.</li></ul>
<ul style="list-style-type: none"><li>• Provide the financial reports in accordance to the governing body and government regulations and procedures.</li></ul>

### KEY OBJECTIVE

**To assist the Executive Committee and Board in maintaining high standards of financial record keeping, policy implementation, accountability and compliancy.**

### TYPICAL DUTIES OF THE TREASURER

- Maintain financial records.
- Ensure that the budgeting is carried out in accordance with Committee and members' expectations.
- Be aware of information required for the annual report or audit according to level of Association..
- Be aware of the future directions and plans of committee and of members.
- Have a good working knowledge of the tasks of Treasurer and to manage the constitution requirements for this position.
- Required to be well organised.

# COMMITTEE APPLICATION FORM

## INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Ensure the responsibilities of the Treasurer under the Associations Incorporation Act are discharged:
  - Receive all amounts and, if asked, immediately issue a receipt;
  - As soon as practicable, deposit all amounts in the Association's account with a financial institution;
  - As soon as practicable, enter amounts and payments in the Association's cash books;
  - Be one of the signatories for negotiable instruments (for example, cheques); and
  - Balance the cash book and financial institution accounts regularly (regulation 12, schedule 5).
- Ensure appropriate financial systems and controls are in place.
- Work with the Executive Committee and staff in preparing an annual budget.
- Work with the Executive Committee and staff to ensure financial reporting to the Committee on a regular basis, including profit and loss statements/statement of financial performance, budget comparisons and (if needed) cash forecasts.
- Make recommendations regarding the engagement of the auditor, the extent of the auditor's role, and communicate with the auditor during the audit process.
- Other duties shared by all committee members.
- Ensure the responsibilities of the Association and committee members under the Associations Incorporation Act are discharged:
  - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
  - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
  - to prepare financial statements within six months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
  - to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);
  - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
  - to ensure the position of Secretary is not left vacant for more than one month (section 65);
  - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
  - to notify any change in Secretary within one month (section 68);
  - to ensure that the Association holds public liability insurance (section 70);
  - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
  - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participate in meetings.
- Undertake any assignments given by the management committee on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions, as required.

# COMMITTEE APPLICATION FORM

Organisation Name:

**WESTERN DISTRICTS  
BASEBALL CLUB  
INCORPORATED**

DATE/YR

2017/18

**TREASURER**

## CURRENT POSITIONS AVAILABLE

1. **PRESIDENT**
2. **SECRETARY**
3. **TREASURER**
4. **CLUB OPERATIONS**
5. **BASEBALL OPERATIONS**

## APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

- (a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition
- (b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

**Your application cannot be legally accepted by the Association**

If you have not have been convicted then you may continue completing this application

## PROCESS

**ELECTRONIC APPLICATIONS ONLY:-** (hand written applications will NOT be accepted)

Applications close :- **THURSDAY 15 JUNE 2017 at 5.00pm**

Form to be completed electronically and forwarded to the Secretary,  
[secretary.westsbaseball@gmail.com](mailto:secretary.westsbaseball@gmail.com) via email.

Applicant's Name \_\_\_\_\_

Applicant's Contact  
Details

Ph: \_\_\_\_\_ Mb: \_\_\_\_\_

Email: \_\_\_\_\_

## APPLICANT'S SUPPORT

MOVED	Name	email
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SECONDED	Name	email
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# COMMITTEE APPLICATION FORM

Date application completed and sent

THE POSITION	TREASURER
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APPLICANT'S  
NAME

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## MOTIVATIONS

What currently motivates you to apply for this position?

Your task is to provide members with samples of your **SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

## QUALITY MANAGEMENT

1) Your skills and/or experience in financial management, accountability and financial process

2) Your skills and/or experience in financial reporting

3) Accounting programs you can used with confidence

## CLUB DEVELOPMENT

Your skills and/or experience in relation to managing a sporting club

## WHAT YOU HAVE BEST TO OFFER

In relation to the future development of the Club