

# PORT MELBOURNE BASEBALL CLUB

## Position Description

### Job Title: Treasurer

#### Purpose:

- The treasurer is responsible for the management and disbursement of funds for the Port Melbourne Baseball Club.
- The Treasurer's role is the most important function on the Committee, after that of the President.
- Financial accountability is of the utmost importance to this organisation.
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#### Key Responsibilities:

- Work within the guidelines and procedures set down by the Committee.
- Ensures the Committee's financial policies are being followed.
- Reports to the Committee and on all finances.
- Prepares any required financial reporting forms.
- Maintains all bank accounts.
- Oversees all financial transactions.
- Chief signatory and authority on all cheques, bank accounts and payments.
- Monitor all insurance policies so the club, members, members of the public are covered fully at all times.
- Control cash flow.
- Liaise with the Membership Manager to ensure player and membership fees are paid;
- Ensure all monies collected are banked in the correct designated bank accounts;
- Ensure all invoices are paid by on time.
- Manage financial procedures.
- Authority to enforce decisions made by the Committee.
- Make recommendations to the Committee regarding financial management;
- Report to the Committee at each Committee meeting on the clubs financial position.
- Report to the members at General Meetings and the Annual General Meeting on the clubs financial position.
- Liaise with Club Auditors in preparation of yearly audit.

#### Reports to:

- Committee.
- President.

#### Qualifications:

- Good knowledge of basic computers packages (email, word and excel).
- Accounting background would be ideal but not compulsory.
- Pleasant manner, patience, problem-solving ability, dependability.

#### Support:

Training for this position can be provided. In addition, the Management Committee will be available for questions and assistance.