

Dubbo Touch Association

Position Description for Treasurer

Brief description of Treasurer role:

This position oversees the financial matters of the DTA and provides regular finance reports to the committee to assist the committee with decision making.

Duties:

1. Ensures that all money due to DTA is collected and received. This involves respectfully communicating with Rep Director around payments being made of Rep Levies, Merchandise Coordinator for uniforms and DTA merchandise as well as Referee Director for any referee merchandise.
2. Respectfully communicate with Referee Director to ensure payments for referees are made at both representative level and social competition.
3. Arranges for banking of incoming cash.
4. Coordinate payment of any club debts by due dates.
5. Ensures that all payments authorised by DTA are made.
6. Ensures that correct books and accounts are kept showing the financial affairs of the DTA including full details of all receipts and expenditure connected with the activities of the DTA.
7. Prepare and lodge the quarterly Business Activity Statement as required to comply with relevant GST taxation laws
8. Prepares regular (monthly) finance reports for the DTA committee including details of receipts and expenditure.
9. Prepares annual finance reports to be tabled at the AGM.
10. Organise online payments being co authorised by a second signatory.
11. Coordinate any new signatories needed with Regional Australia Bank.
12. Prepare annual financials and coordinate the completion on an external audit as required.
13. Review and make recommendations to the DTA committee about team competition fees.
14. Maintain DTA asset register and arranges for proper disposal of assets when required.
15. Maintain DTA equipment register and ordering of new equipment as approved by the committee.
16. Coordinate seasonal contributions to the DTA Future Works account.
17. Arrange and review annually contents insurance for the clubhouse.
18. Attend committee meetings on a regular basis and attend to tasks delegated at these meetings.
19. Provide support and assistance to other committee members as required.
20. Provide Working with Children Check details to the Member Protection Officer.
21. *Assistant Treasurer to support Treasurer with above duties.*