

## VOLUNTEER JOB DESCRIPTION



### Western Cougars Gridiron Club

<b>Job Title:</b>	Treasurer
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>➤ Ensure that adequate accounts and records exist regarding the club's financial transactions including accurate and up-to-date records of all income and expenditure</li></ul>
<b>Activities and Tasks:</b>	<ul style="list-style-type: none"><li>➤ Coordinate the collection of membership and other fees</li><li>➤ Issue receipts and promptly deposit all monies received into the club's bank account</li><li>➤ Make all approved payments and invoice groups/members promptly</li><li>➤ Manage the club's cash flow and be accountable for the club's petty cash</li><li>➤ Act as a signatory to the club's bank accounts and cheques</li><li>➤ Coordinate the preparation of an annual budget and monitor it carefully</li><li>➤ Present regular financial statements to the committee at meetings</li><li>➤ Prepare financial accounts for an annual audit</li><li>➤ Coordinate fundraising activities or liaise with fundraising committee (if activity is delegated)</li></ul>
<b>Skills or Qualities Required:</b>	<ul style="list-style-type: none"><li>➤ Reliable</li><li>➤ Committed</li><li>➤ Trustworthy</li><li>➤ Computer skills</li><li>➤ Good organisation and communication skills</li><li>➤ Have good accounting skills</li></ul>

**Requirements of  
the Role:**

- Obtain “Blue Card” from Child Safety Commission
- Access to Mobile Phone
- Computer and email access
- No previous criminal convictions
- Available to attend Gridiron Queensland League Delegate Meetings
- Attend committee meetings
- Obtain moderate understanding of relevant legislation for Treasurer position for an Incorporation