

Position Description & Agreement



Fortitude Valley Rugby League Football Club Treasurer

Purpose

The Fortitude Valley Rugby League Football Club – Junior Division (FVRLFC) Treasurer is responsible for ensuring the Committee is empowered to manage the financial affairs of the FVRLFC, is responsible for protection of the FVRLFC cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The FVRLFC Treasurer must also ensure that all financial transactions are recorded in the club's accounts and producing the FVRLFC financial reports for presentation to the committee and the members at the AGM, as well as complying with all financial reporting obligations contained in the FVRLFC rules and the Incorporated Associations legislation.

The FVRLFC Treasurer will also support the Canteen Coordinator, Bar Coordinator, Merchandise Coordinator and Assistant Treasurer in the operations of the FVRLFC.

Key Roles and Responsibilities

Empowering the board to manage the financial affairs of the FVRLFC

- ☐ **Ensure the club remains financially sustainable, by overseeing the generation of surplus and/or sponsorship of \$45,000 each year to cover club costs, maintain fees and the development and upgrading of equipment and facilities.**
- ☐ **Review and introduce a suitable point of pay system where required to meet the needs of club goals and objectives.**
- ☐ Preparation of a FVRLFC budget where required and cash flow projection at the start of the year for review and sign off by the committee.
- ☐ **Present monthly financial reports including profit and loss statements and cash flow projections to each Committee meeting.**
- ☐ Provide monthly profit and loss reports and balance sheet to the committee (generally presented at each committee meeting)

February 2020



- ☐ Keep a record of all assets, liabilities, receipts and payments in a manner satisfactory to the Committee and present each Committee Meeting for endorsement of a summary of receipts and expenditure of the Club since the previous meeting.
- ☐ Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances each committee meeting for the committee to review and take action in a timely manner

Protect the club's assets, cash and the volunteers who manage them

- ☐ Implementing financial management procedures which protect both the FVRLFC funds and assets and the volunteers who handle them
- ☐ Control the FVRLFC bank account(s), ensuring only those authorised are bank account signatories
- ☐ Bank all monies received to the credit of the Club with the Club's Bank in the appropriate account or accounts.
- ☐ Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories/authorisations before payments can be made)
- ☐ Ensure as much revenue as possible is collected using online payments
- ☐ Ensure all approved expenditure is paid as when it falls due
- ☐ Ensure all moneys due to the FVRLFC are collected
- ☐ **Present to each Committee meeting all accounts received since the previous meeting to be passed for payment.**
- ☐ Receive and issue receipts for all monies owing to the Club and pay all invoices and expenses that have been passed for payment by the Committee.
- ☐ Establish an account or accounts with a financial institution approved by the Committee and to transfer funds between such accounts as appropriate to maximise the interest earning potential of the Club's funds.
- ☐ Maintain up to date insurance policies for the club.
- ☐ Carry out such other duties as may be required by the Committee.

Financial reporting

- ☐ Present to each Annual General Meeting an audited balance sheet for the Club's year just completed.
- ☐ Produce the financial report to members to be presented at the Annual General Meeting.
- ☐ Undertake all legislatively required reporting and submissions.

Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the

February 2020

requirements of the role. The updated Position Description and other documents must be provided to the FVRLFC Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing FVRLFC Treasurer is to train, mentor and support the incoming FVRLFC Treasurer.

Essential Skills & Requirements

The FVRLFC Treasurer is expected to:

- Act in the best interest of the members always
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer “working with children” check (blue card)
- If at any stage the FVRLFC Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the association, they should immediately notify the FVRLFC Secretary of the conflict who will immediately inform all other Committee Members.

The FVRLFC Treasurer should also be:

- ☐ Enthusiastic and well organised.
- ☐ Ability to keep concise financial records in the club accounting system.
- ☐ Ability to allocate regular time periods to maintain the financial records of the club.
- ☐ Diligent with receipts and money.
- ☐ Ability to work in a logical and orderly manner.
- ☐ Honest and trustworthy.
- ☐ Financial accounting or book keeping experience preferred.
- ☐ Computer skills.

Length of Term

One year – position up for re-election at association Annual General Meeting.

Remuneration

This position is undertaken on a voluntary basis.

February 2020

I, (name), hereby agree to accept and undertake the position of FVRLFC Treasurer as outlined in the position description above.

(FVRLFC President)
