**Club Treasurer Role Description**

**Position Title:**

Club Treasurer

**Reports To:**

Club President / Club Committee

**Purpose of the Role:**

The Club Treasurer is responsible for managing the financial affairs of [Club Name], ensuring financial sustainability, transparency, and compliance with relevant regulations. This role involves overseeing the club’s budgeting, financial reporting, and financial transactions to support the effective running of the club.

**Key Responsibilities:**

**Financial Management & Reporting**

* Oversee the club’s financial operations, ensuring sound financial management and sustainability.
* Maintain accurate financial records, including income, expenses, and assets.
* Prepare and present financial reports at committee meetings and the AGM.
* Monitor cash flow and ensure the club remains financially viable.
* Reconcile bank accounts and financial transactions regularly.

**Budgeting & Planning**

* Prepare an annual budget in collaboration with the committee.
* Track club expenditure against the budget and provide updates on financial status.
* Assist in financial planning to support club growth and development.

**Payments & Transactions**

* Ensure all payments, reimbursements, and invoices are processed accurately and on time.
* Oversee member payments, including membership fees, competition entries, and fundraising revenue.
* Ensure appropriate approvals and processes are followed for financial transactions.

**Fundraising, Sponsorship & Grants**

* Support the development of funding strategies, including sponsorships and grants.
* Ensure financial compliance with grant funding agreements and reporting requirements.
* Work with the committee to identify new revenue opportunities for the club.

**Compliance & Governance**

* Ensure the club complies with financial reporting and tax obligations.
* Maintain records for audits and financial reviews as required.
* Implement financial policies and procedures to ensure accountability and transparency.

**Skills & Experience Required:**

* Strong financial management and numeracy skills.
* Attention to detail and ability to maintain accurate records.
* Experience in budgeting, bookkeeping, or financial reporting (preferred but not essential).
* Ability to work collaboratively with committee members and external stakeholders.
* Proficiency in financial software, spreadsheets, or accounting systems (preferred).

**Time Commitment:**

* Attendance at monthly committee meetings, AGM, and relevant club events.
* Ongoing availability to manage financial transactions and reporting.

**Term & Election:**

* The Treasurer is elected annually at the club’s AGM (or as per the club’s constitution).

**Support & Resources:**

* Access to governance training and Surf Life Saving resources.
* Support from the club committee and relevant Surf Life Saving bodies.

**Acknowledgment:**

By accepting this position, I understand the responsibilities of the role and commit to fulfilling the duties outlined above.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_