



# ROLE DESCRIPTION

<b>Position Title:</b>	<b>TREASURER</b>
<b>Reports to:</b>	INC President
<b>Employment Status:</b>	Volunteer
<b>Ivanhoe Netball Club (INC)</b>	Ivanhoe Netball Club (INC) is a not for profit, community sports club committed to providing a great netball experience for all including players, parents, coaches, committee members and supporters. It is overseen by a volunteer committee consisting of executive and general members.
<b>Commitment to Child Safety</b>	<p>INC is committed to providing a safe environment for children across netball. We embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation.</p> <p>INC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care.</p> <p>INC supports and is committed to upholding the Netball Victoria Child Safeguarding polices and approaches. Important information can be found on the INC website at: <a href="https://www.ivanhoenetballclub.org.au/">https://www.ivanhoenetballclub.org.au/</a> and also on the Netball Victoria Child Safeguarding Resource Hub at: <a href="https://vic.netball.com.au/child-safeguarding-resource-hub">https://vic.netball.com.au/child-safeguarding-resource-hub</a></p> <p>We require all appointed adult volunteers working with children to undergo background checks and screening.</p>

## Primary Purpose of Position

- Provide management of the financial dealings of the Club.

## Key Responsibilities

- Prepare and monitor annual budget.
- Be fully aware of the financial position of the Club at all times and notify the committee of all financial trends and any areas of concern.
- Ensure financial updates are provided as required at committee meetings.
- Present a balance sheet and statement of income and expenses at the annual general meeting.
- Manage and keep records of banking, receipts and money paid out.
- Pay bills and send out accounts as required.
- Oversee and reconcile the payment of player season competition fees and annual registration fees.
- Keep track of waitlist deposits received and notify Registrar.
- On behalf of the committee, negotiate with financial institutions for loans and other facilities as required.
- Acquit funds received from government and /or local council grants and submit necessary financial statements, as required.
- Upholds constitution, rules, policies and procedures of the Club.

### Knowledge, Skills & Abilities

- Accounting and finance skills and experience.
- Able to keep good records and manage financial records electronically.
- Well organised and able to work in a logical orderly manner.
- Ethical, honest and trustworthy.
- Can maintain confidentiality on relevant matters.
- Dedicated Club person.

### Other Requirements

- Has a satisfactory Working with Children Check (WWCC), which may be applied for at: <https://www.workingwithchildren.vic.gov.au/>. Please provide evidence of a current WWCC to the INC Secretary by email to [info@ivanhoenetballclub.org.au](mailto:info@ivanhoenetballclub.org.au)
- Ensure familiarization with INC policies and approaches as outlined in the INC Handbook and on the INC website, at <https://www.ivanhoenetballclub.org.au/>

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