



2016/ 2017 WAMBA Committee Position Description - Treasurer

If you have experience in managing budgets and accounting software, have the time to commit to a few hours a month, and want to work with a bunch of awesome and enthusiastic volunteers on a range of exciting mountain bike projects, then this role might be for you.

In the past few years, previous WAMBA Treasurers have developed a Finance Policy. This policy and associated procedures guide all financial decisions to be made by WAMBA's Committee, as well as the role of the Treasurer.

The role needs someone with enthusiasm and energy to pick it up and carry WAMBA through the transition to a higher level strategic board in the next 1 to 2 years.

Role Description:

The Treasurer is responsible for the financial supervision of the Association to allow the Committee to provide good governance of the Association.

Responsibilities:

- Attend all committee meetings.
- Ensure that adequate accounts and records exist regarding the Association's financial transactions, including accurate and up-to-date records of all income and expenditure.
- Coordinate the preparation of an annual budget and present to the Committee for approval; monitor it carefully.
- Issue receipts and promptly deposit all monies received into the Association's bank account.
- Make all approved payments and invoice groups/ members promptly.
- Act as the signatory to the Association's bank account (with at least one other executive committee member).
- Manage the Association's cash flow.
- Prepare and present regular financial statements to the Committee at monthly meetings.
- Regularly file business activity statements (including GST) with the relevant authorities, where applicable.
- Prepare financial accounts for an annual audit, and provide the auditor with information as required.
- Prepare an annual financial report for the Annual General Meeting.

The Treasurer should:

- Be well informed of all Association activities;
- Have a good working knowledge of the constitution; and
- Be well organised and possesses a good level of financial expertise.

Support will be provided by WAMBA's accountant, Fraser Glendinging CPA.

As with all the volunteer committee positions, there are statutory requirements that must be adhered to. If you are considering this role, please inform yourself of the requirements and responsibilities. This guide is also a useful reference: <http://www.dsr.wa.gov.au/clubs/club-roles/treasurer>.

If you are interested in the role or would like some more information, please contact Louise Wallace at president@wamba.org.au. She has previously been in the role of Treasurer.