



Donvale Dunkers Basketball Club

Treasurer

March 2024

Role: Club Treasurer

Reports to: Executive Committee

Committee member: Yes

Expected hours of work: 1 hours per week, variable each month

The Treasurer is the main financial management officer for the Club.

Responsible to

The Treasurer is a member of the Committee of management.

The Treasurer is responsible to the President of the Committee, on behalf of the members of the Club.

Duties

The Treasurer should

- Keep the Club's financial records up to date – currently using the Bendigo Bank app and free Wave website to upload statements and reconcile accounts from time to time
- Hold a Club credit card to be used for online purchases as needed & maintain a list of which committee members hold additional cards, updating as needed when members change
- Keep a proper record of all payments and monies received as well as receipts for expenses paid – paper receipts if provided or electronically saved as needed
- Prepare a budget for each season/program and monitor it carefully to ensure effective planning, noting increases and decreases in budget areas as appropriate
- Prepare a financial report for the Committee at the end of each season, to inform planning for the next season
- Assist with speaking to Club members as needed about relevant financial matters eg refunds
- Make all payments for club expenses, bills and refunds as required, carefully checking the details and completing in a timely manner. Treasurer is one signatory and another is needed to confirm each payment – there is a WhatsApp group between signatories to alert when action is needed
- Understand the Teammo platform to link our teams to their system at the start of each season, and utilise this facility to lodge forfeits for teams as needed throughout the season
- Understand the PlayHQ platform for creating voucher codes for registration discounts as well as making any updates or changes needed in conjunction with the Registrar
- Maintain care & custody of the Tyro EFTPOS facility device, ensuring it is charged and available for use at events such as Presentation Day where payments can be made via credit card
- Regularly attend Committee meetings



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Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to perform duties
- Able to keep accurate records with an eye for detail
- Able to work in a logical and orderly manner
- Able and willing to work as part of a team
- Able to access and use basic online accounting and banking programs

Estimated Time Commitment

The time commitment required to fulfill the above duties is estimated at less than 1 hour per week, excluding attendance at regular Committee meetings. It is recognised that during the few weeks around registration each season there will be an additional loading of duties to be met, but that would not be in excess of an additional 1-2 hours per week for that period.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.

WORKING DRAFT