



Responsibilities	
Responsibilities	Uphold the values of Mermaid Beach Physical Culture Club and adhere to the Code of Conduct
	Guide and assist the Committee in the operations of the club.

POSITION STATEMENT: TREASURER – COMMITTEE		
Title:	TREASURER	Purpose of the Role: Responsible for the financial supervision and performance of the Club. The Treasurer is required to regularly report on the clubs financial status to the committee to inform decision making, mitigate financial risk and ensure transparency for members.
Working Group Membership:	Committee	
Financial Delegation:	To be approved by at least 2 members of the Committee	

Responsibilities - TREASURER	
Responsibilities	Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure, and present to the committee for approval
	Maintain up to date records of all income and expenditure over the course of the year
	Manage the clubs cash flow including issuing receipts, depositing all monies received into the clubs bank account and approving payments promptly
	Prepare and distribute invoices/accounts for all services rendered
	Provide a financial report at each committee meeting to support strategic planning and decision making
	Submit financial statements for review to government agency
	Process teacher payments where required
	Report financial activities to the membership at the AGM
	Act as the signatory on club bank accounts (alongside President and/or Secretary)
	Be fully informed about the financial position of the club at all times
	Prepare financial accounts for annual auditing and provide the auditor with information as required
	Work with the Secretary to keep accurate record of all membership payments and information
	Serve as a spokesperson for the Club when required