



## Role Description – Treasurer

The role of the Treasurer is to be **responsible for the financial supervision of the Bowls section** to allow the Bowls Committee to provide good governance. The Treasurer is responsible to regularly report on the Bowls financial status to both the Committee and the Club members.

### Section 14. DUTIES (as stated in the Wanneroo Bowls by Laws)

**Treasurer** *The Treasurer shall receive all monies due to Wanneroo Bowls and pay them into the office of the Wanneroo Sports & Social Club (Inc.). He/She shall keep proper books, in which they shall record all receipts and disbursements and submit a statement to the Bowls Management Committee at their monthly meetings and the Annual General Meeting.*

#### Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

#### Specific duties include but are not limited to:

- Provide advice to the Bowls Committee in their management of the Bowls finances.
- Administer all financial affairs of the Bowls Section.
- Ensure development and Committee review of financial policies and procedures.
- Support any required auditing processes.
- Ensure receipt of all incoming monies
- Ensure all monies received are banked.
- Ensure all accounts are paid.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals, (Liaise with Club Treasurer)
- Monthly financial reports – present at monthly committee meetings.
- Ensure invoices are dispatched for periodical payments.