



COMMITTEE APPLICATION FORM

POSITION OVERVIEW: Treasurer

SKILLS

SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

- Qualifications and / or knowledge and experience in financial management.
- Ability to provide and present regular financial statements to the board meeting and relate the organisation's financial position to the budget including future forecasts.
- The ability to provide relevant financial information and make decisions on the allocation of the financial resources of the organisation in negotiation with the Board
- Ability to manage the records electronically.

OBJECTIVES OF THE TREASURER:

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| <ul style="list-style-type: none"> • Provide effective financial management, to ensure the future financial stability and growth of the organisation. |
| <ul style="list-style-type: none"> • Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of organisation's funds. |
| <ul style="list-style-type: none"> • Monitor income and expenditure to ensure all committees and individuals maintain budgetary restraints. |
| <ul style="list-style-type: none"> • Provide the financial reports in accordance to the governing body and government regulations and procedures. |

- **KEY OBJECTIVE**

To assist the Executive Committee and Board in maintaining high standards of financial record keeping, policy implementation, accountability and compliancy.



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TYPICAL DUTIES OF THE TREASURER

- Maintain financial records.
- Ensure that the budgeting is carried out in accordance with Committee and members' expectations.
- Be aware of information required for the annual report or audit according to level of Association..
- Be aware of the future directions and plans of committee and of members.
- Have a good working knowledge of the tasks of Treasurer and to manage the constitution requirements for this position.
- Required to be well organised.

INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Ensure the responsibilities of the Treasurer under the Associations Incorporation Act are discharged:
 - Receive all amounts and, if asked, immediately issue a receipt;
 - As soon as practicable, deposit all amounts in the Association's account with a financial institution;
 - As soon as practicable, enter amounts and payments in the Association's cash books;
 - Be one of the signatories for negotiable instruments (for example, cheques); and
 - Balance the cash book and financial institution accounts regularly (regulation 12, schedule 5).
- Ensure appropriate financial systems and controls are in place.
- Work with the Executive Committee and staff in preparing an annual budget.
- Work with the Executive Committee and staff to ensure financial reporting to the Committee on a regular basis, including profit and loss statements/statement of financial performance, budget comparisons and (if needed) cash forecasts.
- Make recommendations regarding the engagement of the auditor, the extent of the auditor's role, and communicate with the auditor during the audit process.

Other duties shared by all committee members.

- Ensure the responsibilities of the Association and committee members under the Associations Incorporation Act are discharged:
 - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
 - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
 - to prepare financial statements within six months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
 - to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);



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- to comply with directions of the Department regarding publication of the annual financial statements (section 59);
- to ensure the position of Secretary is not left vacant for more than one month (section 65);
- to ensure that the Secretary resides in Queensland or no more than 65 kilometers from its border (section 66);
- to notify any change in Secretary within one month (section 68);
- to ensure that the Association holds public liability insurance (section 70);
- to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
- To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participate in meetings.
- Undertake any assignments given by the management committee on an individual or gr
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions, as required.



COMMITTEE APPLICATION FORM NOMINATION FORM

NAME (please print)

MEMBERSHIP STATUS (Financial?) (please print)

NOMINEE: _____

PROPOSER: _____

SECONDER: _____

POSITION:

President : Vice President – Club Operations: Vice President – Baseball Operations:

Treasurer : Secretary : Registrar : General Committee

- (Please indicate position nominated by checking the appropriate check box)

A person is not eligible to be elected to the Committee if:

- the person has been convicted –
 - on indictment; or
 - summarily and sentenced to imprisonment, other than in default of a fine; and the rehabilitation period, as defined in the Criminal Law (Rehabilitation of Offenders) Act 1986, in relation to the conviction has not expired; or
- the person is an undischarged bankrupt under the Bankruptcy Act 1966 or the law of an external territory or another country; or
- the person has executed a deed of arrangement under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or
- the person's creditors have accepted a composition under the Bankruptcy Act 1966, part X or a corresponding law of an external territory or another country and a final payment has not been made under the composition; or
- the person is a patient within the meaning of the Mental Health Act 1974; or

The nominee hereby accepts the nomination, and declares that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above.

_____/_____/____ Signed and dated by the Nominee

The proposer and seconder hereby declare that to the best of his/her knowledge there is nothing contained within the constitution of Western Districts Baseball Club Inc, or the Act that precludes the nominee from being either nominated or elected to the position described above, and that they are financial members of Western Districts Baseball Club Inc. and are not precluded from proposing or seconding the nominee.

_____/_____/____ Signed and dated by the Proposer

_____/_____/____ Signed and dated by the Seconder