

# CROQUET ASSOCIATION QUEENSLAND

## POSITION DESCRIPTION

### STATE TREASURER

#### General Expectations

The State Treasurer is an elected office bearer of the CAQ Management Committee (MC) and is elected every year. It is a volunteer position.

The State Treasurer, as all other MC members, may have one vote(1) on any question put before the meeting.

The State Treasurer will at all times consider MC business politely and with consideration for others, without ill feeling, improper bias, or personal animosity. He or she will at all times observe the Association's Constitution, By-laws and policies as set out in relevant documents

Prior to attending all MC meetings and where MC papers are circulated in advance of the meeting, will read the papers, and consider the issues before the meeting.

In accordance with MC guidelines, ensure relevant forms and receipts are provided for payment of expenses incurred on behalf of Croquet Queensland. All books, documents, equipment, or property of CAQ will be returned at the end of tenure.

The State Treasurer will provide a helpful briefing for the incoming person when the position is vacated . He or she will ensure authorised signatory status with the bank is up to date.

#### STATE TREASURER'S CORE DUTIES

##### MC duties

- Keeping funds and accounts in the manner set out in the Rules and in accordance with the law
- Chair of the Finance Sub-Committee
- Reporting the financial position monthly to the MC
- Providing any information required by the MC regarding the financial affairs of Croquet Queensland
- Ensuring that the MC maintains the degree of financial literacy necessary to conduct the business of the organisation
- Ensuring that any necessary financial items are on the MC agenda in advance of the meeting

- Reviewing income and expenditure for the year against the budget on a continuous basis
- Preparing the budget for the following year
- Raising the need for amendments to the budget where necessary
- Maintaining the Asset Register for accounting, audit, and maintenance purposes
- Ensuring the recommended insurance program/s are current at all times
- Recommending to the MC suitable investment of funds
- Ensuring the Association's financial control procedures are adequate
- Ensuring that risk management strategies are in place
- Collecting and receiving all money due to the organisation
- Making all payments authorised by the organisation
- Obtaining cost quotations before seeking capital expenditure approval
- Protecting CAQ cash from online thieves
- Carry out NFP annual self-assessment
- Recommending next year's fees to MC

## **Duties to member clubs**

- Preparing an annual report of income and expenditure for the current year and submitting to Auditor
- Submitting audited financial statements to AGM
- Assisting club treasurers and providing advice to clubs
- Liaising with individual clubs preparatory to issuing annual invoices
- Presenting suggested member fees to member clubs at special general meeting

## **Duties to other CAQ Officers**

- Liaising with CAQ events coordinator re player entry fees
- Liaising with CAQ code directors and regional chairs on financial issues
- Assisting CAQ officer to update CAQ's register of registered players

## **External Reporting**

- Preparing quarterly BAS's for lodgement with Tax Office
- Promptly after AGM, lodging completed annual return with the Office of Fair Trading
- Acquitting funding from state and federal governments

**I acknowledge that I have received a copy of this position description.**

**Name**

**Signature**

**Date**

**Witness**