

SFSC COMMITTEE
POSITION DESCRIPTION



Treasurer

Desired skills: Must have advanced accounting/book-keeping skills, have good written and verbal communication skills and must have email accessibility.

- Sole individual responsible for financial actions and financial recordings of the Club.
- Responsible for the care and custody of all SFSC funds, securities, evidences of indebtedness and other personal property and deposits.
- Receive and give receipts and transactions for monies paid in on account of the Club and pay out of the funds on hand, all bills and other just debts of the Club of whatever nature upon maturity.
- Be the principal accounting officer of the Club and as such prescribe and maintain the methods and systems of accounting to be followed.
- Keep complete books and records of account, related documents, prescribe and maintain an adequate system of internal audit and prepare and furnish to the President and committee statements of account showing the financial position of the club and the results of its operations. (monthly reconciliations required)
- Upon request of the committee make such reports to it as may be required at any time.
- Annually submit records for review before the AGM.
- Prepare cash boxes and a balance sheet to be completed upon use of cash boxes.
- Disbursements of monies for club subsidies and budgets.

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Treasurer cont.....

- Perform all other duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the President.
- Monthly report submitted to the secretary (reporting whether current activity or none)
- This position works with the Vice President, Secretary, Competition Convener, Catering Officer, Registrar/Membership and reports to the President.
- Championship events/Artistic/Aussie Skate/Developmental competitions require the volunteering support of all members of the committee.
 - This position works with the Secretary, Competition Convener, Catering Officer and Fundraising/Sponsorship and reports to the President.
- Maintain a personal and professional behavior of cooperation, collaboration, respectfulness and most of all courteousness at all times.
- ***Must be a SFSC current financial member.***
- ***Must be NSWISA volunteer member.***
- ***Must Provide a current WWC number to Membership Officer.***
- ***Upon appointment, must complete the Committee Member Agreement***