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| Picture 5 | **Treasurer Role Statement** |

**Role Specification**

**The Treasurer Must:**

1. Understand and identify with the aims and ethos of this organisation.
2. Be committed to the safety and care of children.
3. Be committed to their own growth / development as a Team Member, and subsequently undertake required training.
4. Have a current Blue Card
5. Undertake Child Safety Training
6. Uphold and display a Christian Ethos.
7. Have a understanding of the QCSA By-Laws

**Responsibilities:**

1. To adhere to the ethos of this organisation as set out in our policies.
2. To willingly adhere to the appointment process for becoming a Team Member.
3. To read, understand and agree to abide by the guidelines in the *safe ministry check*
4. To undertake training where appropriate.
5. To ensure the protection of program participants, and of our organisation, by following procedures put in place.
6. To work as part of a team of committed people for the purpose of the program.
7. To fulfil specific roles and tasks given by the Executive Committee to the best of your ability.
8. To ensure that high standards are kept within the program (safety, hygiene, care of equipment, conduct of leaders)
9. To be accountable to Whitehill Football Club Executive Committee
10. To attend committee meeting.
11. To seek sponsorship.

**Specific Responsibilities:**

1. The collection and receipting of all money received by Whitehill Football and forwarding it to the Whitehill Football Club banking.
2. The reconciliation of all deposit accounts.
3. Sets Budgets for approval by Whitehill FC Executive Committee.
4. The preparation of the financial statements for the annual general meeting.
5. The production of all books and receipts as requested by the auditor.
6. Ensure player payments are being made and chasing up any outstanding payments which have not been made within approved time frames.
7. Ensure expenditure is within approved budgets.
8. Organise End of Year break ups, in partnership with Executive Committee.

**Election of Treasurer:**

The Treasure shall be elected at the Annual General Meeting in each year and who shall hold office until:

\* The conclusion of the next succeeding Annual General Meeting or;

\* Notifying the Executive Committee of prior resignation.

**Estimated Time Commitment:**

Time commitment would be approx. 4 hours per week from January to September and 3 hours per week October to December.

Plus 1 Executive Committee meeting once a month

Plus 1 Committee meeting every 3 months.

### Appointment:

A Team Member is appointed to a program under this organisation’s Appointment Policy. The Team Member is responsible to the Whitehill FC Executive Committee (and ultimately to this organisation).

**Resignation:**

The Treasure may resign from Whitehill Football Club at any time upon:

\* Giving one (1) months' notice in writing to the Whitehill Football Club Secretary; and

\* The resignation being accepted by the Whitehill Football Club Executive Committee.