



TREASURER

ROLES & RESPONSIBILITIES

Position Title: CHNA Treasurer

Reports To: President

Role Overview:

The Treasurer plays a crucial role in the Coffs Harbour Netball Association, responsible for overseeing the financial health of the association. This position requires a detail-oriented individual preferably with a strong background in bookkeeping or accounting, who is committed to supporting the association's mission and goals.

Key Responsibilities:

- **Reporting Roles/Subcommittee Oversight:**
 - Oversee the below registrars and convenors to ensure the smooth operation of all competitions within the association.
 - **Canteen Operations (see separate role description)**
 - Liaise and oversee the running of the canteen in conjunction with the Canteen Manager.
 - Maintain the balance on the Canteen Supervisor's debit card.
 - Liaise with the Canteen Supervisor on a weekly basis.
 - **Grounds and Maintenance Officer (see separate role description)**
 - Liaise and oversee the maintenance of the grounds and premises in conjunction with the Grounds and Maintenance Officer.
 - **Grants & Sponsorship Officer (see separate role description)**
 - Work closely with the Grants & Sponsorship Co-Ordinator to ensure alignment on funding opportunities and initiatives.
- **Financial Management:**
 - Maintain accurate financial records and oversee all financial transactions that can be provided to Council on request
 - Keep a detailed record of all assets, liabilities, and properties using the electronic accounting system chosen by the CHNA Executive.
 - Monitor cash flow and ensure that the association meets its financial obligations ie.
 - Receive all payments due to the Association, issuing receipts as required, and banking all funds within seven (7) days of receipt.
 - Ensure all invoices are paid promptly, adhering to due dates to maintain good standing with suppliers and partners.
 - Ensure all umpires are paid within five (5) days of receiving the monthly umpiring allocation spreadsheet.
- **Budgeting:**
 - Collaborate with the Executive Committee to develop the annual budget & fee structure for the upcoming season to be presented at AGM.
 - Track budget expenditures and provide analysis on variances.

- **Accounting and Compliance:**

- Ensure compliance with all financial regulations and reporting requirements.
- Manage bank accounts, be a signatory on all association accounts and perform reconciliations.
- Oversee the preparation for the annual audit and liaise with auditors as necessary.
- Prepare and submit a financial report for approval to each Council meeting & AGM.

- **Collaboration:**

- Consult with the Executive Committee on any decisions or changes that impact the Association, its players, or the community.
- Collaborate with the Competition Co-Ordinator regarding costs of running the competitions, All-Age carnivals and sponsorship & fundraising efforts.
- Collaborate with the Rep Co-Ordinator regarding representative expenses, uniform funds, representative carnivals and sponsorship & fundraising efforts.
- Collaborate with the Grants & Sponsorship Officer regarding all sponsorship & fundraising efforts.

Qualifications:

- Experience in financial management or accounting desired.
- Strong associational skills and attention to detail.
- Ability to communicate financial information clearly to non-financial stakeholders.
- Have a Working with Children's Check (WWC) & submit to CHNA Secretary

Commitment:

- Work collaboratively with executive and council members to enhance the association's success. Focus on the collective goals of CHNA, fostering a spirit of unity beyond individual club affiliations.
- Present submitted reports to the Executive Committee & Council on behalf of the convenors & sub-committees
- This position may require availability during evenings and weekends, especially throughout the competition season. Flexibility is essential to meet the needs of the association.

Benefits:

- Contribute to the development and success of netball in the Coffs Harbour community.
- Opportunity to build leadership skills and engage with a network of like-minded individuals.

This role is vital to ensuring the sustainability and growth of the Coffs Harbour Netball Association, making it an exciting opportunity for a dedicated individual to make a positive impact.

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