



TREASURER

DUTIES & RESPONSIBILITIES

- Be responsible for all funds of the Association
- Be a signatory on all Association accounts
- Maintain records & produce these on instructions from Council.
- Receive all monies payable to the Association & issue receipts as required.
- Bank all monies within seven [7] days of receipt.
- Pay invoices in a timely manner & before the due date.
- Issue all accounts as required.
- Submit a financial report for approval to each Council meeting.
- Pay the netball NSW invoices by their due date.
- Present a Balance Sheet at the AGM.
- Keep a record of all assets, liabilities & properties of the Association through the electronic accounting system CHNA Executive chooses to use.
- Reimburse any person authorised to purchase on behalf of the Association.
- Maintain the balance on the Canteen Supervisor's debit card.
- Liaise with the Canteen Supervisor weekly.
- Work with the Rep Convenor regarding all expenses, uniform monies & fundraising.
- Have a current Working with Children Check & submit to the Secretary for the records.
- Liaise with Registrars regarding fundraising events
- Work for the betterment of the Association putting aside club loyalties.
- Liaise with fundraising committee regarding grants & other sponsorship
- Prepare a report for the AGM
- Reports directly to the President.
- Liaise with all CHNA sponsors for new and existing sponsorship.
- Fee structure for upcoming season to be provided for AGM.
- In conjunction with the Vice President be the Canteen Supervisor when the position is vacant.
- Liaise with Social Media Representative to do regular posts.
- Liaise with the Sponsorship Officer if there is one.
- Consult with the Executive Committee any decision or change that impacts the Association, players or community.

VERSION CONTROL

DATE	VERSION	NOTES	UPDATED BY
07.02.2022	V2.0	Revised at Council 06.12.21 ratified by Council 07.02.2022	Secretary Susanne Webb
30.01.2023	V3.0	Ratified at Council 30.01.2023	Secretary Susanne Webb
20.08.2023	V3.1	Formatting and logo changes only	Secretary Susanne Webb