

Onslow Junior Soccer Club

Position Guidelines

Club Treasurer

The Club Treasurer is elected annually at the OJSC AGM, is an officer of the club and is a member of the committee

The duties of the Treasurer shall include those functions detailed in the OJSC Constitution (clause 13), namely:

- to keep a complete set of account books in which shall be entered particulars of all moneys received and paid out for and on behalf of the Club;
- whenever required to do so by the Committee to produce all books of account, vouchers, cheque books and records held by him or her;
- to issue receipts(*if required*) to all persons making payments in respect of moneys collected by the Committee or by the Secretary and handed to the Treasurer and it shall be sufficient if the Treasurer issues a receipt for such monies to the person handing him or her such moneys, such receipt being made out in the name of the person who has actually paid such moneys to a member of the Committee or to the Secretary; and
- to promptly bank all monies received on behalf of the Club;
- to prepare and submit to the Annual General Meeting of the Club an audited Balance Sheet showing the Club's assets and liabilities as at the 30th day of September in each year (or other balance date adopted) such balance sheet to be signed by the Auditor prior to the Annual General Meeting;
- to conform generally to the directions from time to time of the Committee.

And in addition

- To ensure all other financial documents required by law and or accounting standards are prepared and submitted to the appropriate fora (eg. AGM ,committee)

- To provide a brief report at regular committee meetings
- To recommend together with registration secretary, to the committee, appropriate fee schedules for members
- To prepare for the committee a brief budget of expenditure and income and to provide, as necessary, updated budgets after any review
- To ensure that there is in place appropriate processes for approval of budgeted expenditure
- To participate as a committee member in a collegial way that contributes to consensus
- To be an active participant in the committees annual evaluation and planning efforts
- To carry out those functions as required by the OJSC constitution