



Success Netball Association (Inc)

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| Position Title | Treasurer |
| Reporting To | SNA Board |
| Officer Hours | Part Time approximately 5 hours per week throughout the year |
| Appointment | 2 year term remaining of original 3 year term |
| Location: | Success Sporting Facility, Hammond Road, Success WA 6164 |

Purpose

To manage the finances of Success Netball Association.

Responsibilities and Duties

- Ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name
- Ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the Board
- Ensuring that any payments to be made by the Association that have been authorised by the Board or at a general meeting are made on time
- Ensuring that the Association complies with the relevant requirements of Part 5 of the Associations Incorporation Act
- Ensuring the safe custody of the Association's financial records, financial statements, and financial reports, as applicable to the Association
- Coordinating the preparation of the Association's financial statements before their submission to the Association's Annual General Meeting
- Providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Associations Incorporation Act
- Carrying out any other duty given to the Treasurer under this Constitution or by the Board

Essential Qualifications

A person may be a Board member if the person is:

- An individual who has reached 18 years of age
- An Individual Member
- Eligible under the Act to be a Board member
- Able to demonstrate to the members knowledge of Netball and its stakeholders and a commitment to the development of Netball



Essential Experience

- Strong and well developed written and verbal communication skills
- Strong interpersonal skills, including the ability to effectively problem solve and resolve conflict
- Demonstrated ability to work autonomously
- High level computer literacy, including proficiency in the use of Microsoft Office products
- The ability to plan and prioritise work and maximise the use of internal and external resources to achieve outcomes
- Ability to maintain confidentiality
- Experience in MYOB preferred but training can be provided
- Play HQ training essential (training will be provided)
- A basic understanding of the Association activities and looking to be a part of the future direction of the Association
- A basic understanding of the Association's Policies/Procedures/Constitution and By-Laws

Appointee signature:

Date:

SNA President signature:

Date: