

Wide Bay Regional Swimming Association
MANAGEMENT COMMITTEE MANUAL

Section 2.4 Position Description - Treasurer

Written : 2005
Last Revised : July 2013

Position Overview :

- Reports to the Management Committee and ultimately the President
- Ensure all financial records of the Association (including budget, income and expenditure) are kept in accordance with the uniform accounting system.
- Should be fully conversant with the Association's Constitution, Policies and Procedures

Primary Duties :

- Follow the directions and requests of the President and Management Committee, acting in a timely fashion,
- Attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate,
- Confer with the President and / or Management Committee members on any matter relating to the finances of the Association,
- Undertake and be responsible for all financial and banking matters pertaining to the Association's activities throughout the season,
- Co-operate with members and foster good relations to benefit members.