

# TREASURER JOB DESCRIPTION NOCC

## ***Overall role***

The Treasurer is the chief financial management officer of the NOCC.

## ***Responsible To***

The Treasurer is directly responsible to the President of NOCC and the members of NOCC.

## ***Responsibilities and Duties***

The Treasurer should:

- Fulfil responsibilities as outlined in the club constitution.
- Maintain club financial records.
- Ensure financial reports are available and understood at all committee meetings.
- Show evidence that money received is banked and documentation provided for all money paid out.
- Ensure that information for an audit is prepared each year.
- Arrange the audit.
- Give treasurers report at regular meetings and when required.
- Produce an annual financial report.
- Send out accounts.
- Pay monies owing by the club.
- Work with the Vice President and Registrar to ensure all financial matters are adequately attended to in pursuit of their club duties
- Collect regatta entry fees, membership fees and work with the registrar to manage any casual membership fees

## ***Knowledge and Skills Required***

Ideally the Treasurer is someone who:

- Well organised.
- Has accounting, bookkeeping or financial administration skills
- Able to allocate regular time periods to maintain the books.
- Able to keep good financial and other administrative records.
- Able to work in a logical orderly manner.
- Aware of information, which needs to be kept for the annual audit.
- Can maintain confidentiality on relevant matters
- Can work productively with other club management officers

## ***Estimated Time Commitment Required***

The estimated time commitment required as the Treasurer of NOCC is 3-6 hours per week.

The Treasurer is appointed for a one year period.