

Position: TREASURER

Reports to: President

Prime Objective of Position: To be responsible for the financial management of SEMNC

KEY TASKS:

1. Collect & receive all monies due to the club and make all payments authorised by the executive committee
2. Keep accurate and detailed records showing receipts and expenditure connected with the operations of SEMNC
3. Make all accounts/records available to members upon request as per the association's constitution
4. Assist, monitor and guide sub-committee chairpersons in all aspects of purchasing
5. Provide a detailed monthly and yearly summary of financials to Secretary prior to each committee meeting which is to be attached to the Agenda
6. Be responsible for banking all of SEMNC funds
7. Be responsible for all committee & sub-committee members to be adhering to financial guidelines at all times
8. Ensure all signatories are current and kept up to date at the start of each elected term and remove any non-current members as required
9. Ensure all outstanding monies owed to the club by members are reported and received in a timely manner
10. Organise EFTPOS machine for registrations day and any other special events
11. A treasurer's assistant may be required from time to time, this assistant must be approved by the SEMNC executive committee. The assistants authorized activity will be decided by the SEMNC executive committee upon approval