



# Tuggeranong Archery Club

## Role Description

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### Treasurer

#### Role Statement

The role of the Treasurer is to be responsible for the financial supervision of the Club. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

#### Required Attributes:

The Treasurer will:

- demonstrate at all times the values and behaviours as detailed in the TAC Values and Behaviours statement
- be committed to meeting the overall goals of the Club.
- be honest and trustworthy.
- be able to work collaboratively with other Committee Members.
- be a good role model in representing the Committee in other forums (e.g. Archery Australia, Archery ACT, SCA, Bhutanese Archers, etc.)

#### Desirable Attributes:

- Some level of financial expertise.
- Ability to maintain accurate records.
- Be a dedicated Club Person.
- Possess good communication skills.

#### Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances.
- Monitor and administer all financial affairs of the Club including tax adherence (eg. BAS), including meeting all financial obligations as a not-for-profit organisation.
- Ensure that the club books are properly audited annually as legally required.
- Receipt and bank all monies received.
- Pay all accounts, bills and invoices.
- Maintain accurate records of all income and expenditure.
- Present at financial report at each committee meetings and when required.
- Be a signatory on the club accounts.



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The below signed acknowledged their successful election as the Treasurer of Tuggeranong Archery Club on the listed date

The Treasurer acknowledges that they will be held to the above list of required attributes and will work to the best of their abilities to meet the desirable attributes and specific duties associated with the role.

Where the Treasurer demonstrates behaviours that do not align with those detailed by the club, Regional Governing Body, Sports Integrity Australia and/or Play by the Rules the Treasurer acknowledges they will be held to account for their actions.

\_\_\_\_\_  
Treasurer Name

\_\_\_\_\_  
Election date

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Signature date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Signature date

\_\_\_\_\_  
Witness Name