



Role Description – Treasurer

Summary

The primary role of the Treasurer is to maintain the financial integrity of QUT Hockey Club Inc. by actioning all payments, fee structures, budgets and invoices relevant to the club.

Responsible To

The Treasurer is elected by the QUT Hockey Club Inc. members and responsible for liaising with the book keeper and the QUT Hockey Club Inc. members.

Tasks

The Treasurer should:

- Monitor the Treasurer Club email account and field general enquiries regarding fees, uniform costs and applicable discounts throughout the season.
- Liaise with the book keeper on a weekly basis to determine players with outstanding fees, and collect monies from such members with outstanding fees.
- Determine payment plans for individual players.
- Approve payments of invoices and to individual members, and liaise with the book keeper to ensure these payments are made.
- Monitor the payment of umpires, coaches and trainers, liaising with the Umpiring Convenor in order to pay current members.
- Liaise directly with the Vice President regarding SCAP grant related documents and actions.
- Work with the committee to organise club events, specifically preparing budgets and ensuring all costs are covered.
- Attend monthly management meetings.

Benefits

Being the Treasurer of QUT Hockey Club Inc. is an opportunity to contribute to the overall development and financial growth of the Club.

- A portion of fee reimbursement for the relevant season in which the position has been appointed – amount to be voted upon by club members at the previous year's Annual General Meeting (AGM).
- Opportunity to work in a positive and encouraging environment.
- Publicly acknowledged for contributions to the Club.



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Essential Criteria

- The Treasurer must have a sound knowledge of financial processes.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible.
- Can communicate effectively diplomatically, operating with discretion when required.
- Be a member of QUT Hockey Club Inc. and abide by its policies.
- Work well in a team.

Desirable Criteria

- Previous experience as an administrator at club level.
- Good working knowledge of QUT Hockey Club Inc., including rules, policies and the duties of all management positions and sub-committees.

Appointment Terms and Time Commitment Required

- The Treasurer is elected at the QUT Hockey Club Inc. AGM and is appointed for a term of 12 months.
- The estimated time commitment required as the Treasurer is 2-2.5 hours per week.
- In addition, the Treasurer will also be required to attend:
 - monthly management meetings (approx.. 1.5 hours in length), and
 - the QUT Hockey Club Inc. AGM (approx.. 2 hours in length).



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