

BMW Motorcycle Club Policy Document



Policy Name **Role Description – Treasurer**

Initiated By

| Document Owner(s) | |
|---------------------------|--|
| BMW Motorcycle Club Board | |

Policy Version Control

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| 1 | July 2017 | G. Williams | Document created |
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The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Board to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Board and the members.

Desirable Attributes:

The Treasurer is:

- organised
- able to maintain accurate records
- familiar with the development, interpretation and analysis of balance sheets, income statements and cash flow statements
- an excellent communicator
- able to develop good relationships internally and externally
- competent in his/her knowledge of the Constitution, rules and duties of office bearers
- able to work collaboratively with Area Representatives
- able to listen and be attuned to the interests of Area Representatives and members
- a good role model and presents a positive image for the Club in representing the Board

Specific duties include but are not limited to:

- Provide advice to the Board in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval
- Ensure development and Board review of financial policies and procedures

- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly Board meetings
- Arrange and despatch invoices for periodical payment
- Issue annual membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account