



POSITION DESCRIPTION

Position: TREASURER

Term: 2 Years

Reference: By-Law 10.6

- a) To comply with all financial regulatory matters, including but not limited to GST.
- b) To prepare the Club's annual financial statements for presentation to members of the Club at the Annual General Meeting.
- c) To provide assistance and information requested by the Club's auditor and organise the annual audit of the Club's accounts.
- d) To address all matters relating to the Club's financial affairs in a prompt and appropriate manner.
- e) To report on all relevant financial matters of the Club to the Club Committee