



TREASURER ROLE DESCRIPTION

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In addition to the responsibilities outlined in the Committee Members Role Description (attached) the Treasurer must undertake the following statutory duties:

- Ensure that the financial records of the Association are maintained in accordance with the Accounting Standards;
- Coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- Must keep the financial statements submitted to an annual general meeting for at least seven years after the date of the annual general meeting (Section 105 of the Incorporated Associations Reform Act 2012); and
- Must ensure that the financial records of the Association are prepared in accordance with Section 98 of the Incorporated Associations Reform Act (2012)
- Must ensure that the financial records of the Association are audited in accordance with Section 99 of the Incorporated Associations Reform Act (2012)
- present to the members at its annual general meeting the audited financial statements in accordance with Section 97 of the Incorporated Associations Reform Act (2012)



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It is expected that the Treasurer will also undertake the following duties:

Governance	Ensure that the Committee maintains the degree of financial literacy necessary to conduct the business of the organisation
	Advise the Committee on matters of finance
	Advise the Committee on fundraising
	Ensure that appropriate financial policies and procedures are in place and fully documented
Planning	Ensure [in partnership with the Committee] the regular review and development of the Business Plan
Meetings	Report to the Committee at each meeting on the financial situation of the organisation
	Report to the Committee at each meeting on variances from the approved budget
	With the Secretary, place any necessary financial items on the Committee agenda in advance of the meeting
	Present at the Annual General Meeting on the audited financial statements of the Association
Administrative & Management	Ensure the organisation's financial records are adequate, protected, backed up, and accessible.
	Recommend the appointment of the Auditor
Finance	Ensure the organisation's financial control procedures are adequate and that appropriate safeguards against fraud are in place
	Oversee the organisation's investment strategy and report to the Committee
	Prepare the Budget for the coming year
	Review income and expenditure against the budget on a continuous basis
Legal	Ensure the organisation's compliance with all applicable tax arrangements
Other duties	As for Committee members (below)



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COMMITTEE MEMBER ROLE DESCRIPTION

The Committee's primary role is one of trusteeship on behalf of its members and stakeholders, ensuring that the Casey Basketball Association (CBA) remains viable and effective in the present and for the future.

The CBA Committee should:

- determine the CBA strategic direction, core values and ethical framework
- make decisions for the betterment of the Association and sport as a whole and not promote or advance the self interest of individual clubs
- approve, monitor and review the financial and non-financial performance of the organisation
- ensure an effective system of internal controls exists and is operating as expected, and that policies on key issues are in place and appropriate and that these can be applied effectively and legally to those participants or persons whom they are intended
- develop a clearly articulated and effective grievance procedure
- ensure financial and non-financial risks are appropriately identified and managed
- ensure the Association complies with all relevant laws, codes of conduct and appropriate standards of behaviour which includes affiliation with and compliance to rules, by-laws and policies of Basketball Victoria.
- provide an avenue for key stakeholder input into the strategic direction of the organisation
- ensure Committee performance evaluation occurs regularly
- Be appropriately prepared for and commit to attending Committee meeting that are held at (frequency and location) at (time). In addition Committee members are expected to attend the annual AGM, sub-committee meetings and other major events such as awards and social functions.