



calisthenics
ASSOCIATION OF
WESTERN AUSTRALIA (INC)

Role of the Treasurer

Prepares the State Team Estimate of Expenses;

Attends State Team Parent Information Sessions to discuss expenses and payments;

Sets up and maintains individual accounts for all State Team members (including personnel) in MYOB and liaises with the CAWA book keeper on a regular basis to ensure account data is current for inclusion in quarterly BAS reporting;

Responds to team member/parent inquiries regarding individual member accounts and provides account statements as required;

Accesses the State Team bank accounts online and sets up payment of invoices;

Submits payments for authorisation in a timely manner;

Maintains the State Team bank accounts and arranges for funds transfers between accounts as required;

Reports monthly to the Board of Management via the State Team Manager;

Ensures all team member accounts are fully paid prior to departure for the Nationals competition;

Reconciles all debtor and creditor accounts at year end and reimburses excess payments to team members;

Provides a State Team finance report for the CAWA AGM;

Routinely attends training classes where required to be available to answer parent enquiries;

Attends State Team meetings and provides finance report;

Is Competent with MYOB, Microsoft Word, Excel and email;

Has knowledge of accounting, taxation and superannuation procedures;

Travels and stays with the team while at the National Championships;

Attends the concert, dress rehearsal, camps and other gatherings as required;



calisthenics
ASSOCIATION OF
WESTERN AUSTRALIA (INC)

Personal qualities required:

Good organisation skills;

Good communication and people skills with channels of communication to be open, clear, non-judgemental, empathetic and respectful;

Shows initiative and a hands on approach with the team;

Able to endure late nights and early mornings while away with the team;

Able to work under stress;

Displays an enthusiastic attitude and embraces the spirit of State Team;

Able to follow team management and Board directives;

Willing to work hard as a personnel member;

Displays a team attitude at all times;

Willing to be supportive of team decisions and to maintain confidentiality;

Willing to comply with ACF and CAWA Policies and Codes of Conduct;

Willing to be compatible with state team coaches, personnel, team members and parents;

General requirements:

Must hold a valid Working with Children Check;

Must purchase and wear the official team uniform.