



MOOLOOLABA SURF LIFE SAVING CLUB

POSITION DESCRIPTION

Position Title: Junior Activities Treasurer

Reporting To: Junior Activities Committee

Financial Delegation: Nil (Junior Activities Chairperson to approve)

This is a voluntary position and carries no salary or designated hours

Purpose of the Position

The Junior Activity Treasurer provides guidance and support in all financial functions of the Junior Activities section, including direction and assistance to other members of the Junior Activities Committee in relation to their roles.

Pre-requisites

To nominate for the position of Junior Activities Treasurer you must:

- Be a current financial member of the Club and have been a member for a minimum of three years;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the Criminal Law (Rehabilitation of Offenders) Act 1986;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the Bankruptcy Act 1966 or corresponding law of another external territory; and
- Be eligible to hold a clearance for working with children in accordance with the Working with Children (Risk Management and Screening) Act 2000 (or be exempt).
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring the Mooloolaba Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.

Objectives of the Junior Activities Treasurer

- Support the Junior Activities Committee members in maintaining a positive, modern, forward- thinking approach to the growth and development of the junior activities section of

the Mooloolaba Surf Life Saving Club, through the implementation of conservative financial management, modern governance practices, and adherence to the Constitution; By-Laws and updated Policies and Procedures;

- Represent the Mooloolaba Surf Life Saving Club in a professional, positive and appropriate manner in accordance with each situation;
- Ensure the members of the Junior Activities Committee are given the level of financial support needed to manage their portfolios efficiently and effectively;
- Ensure the Junior Activities section of Mooloolaba Surf Life Saving Club is working towards the strategic objectives of the strategic plan and implementing the operational plan in accordance with the club's Constitution; By-Laws and updated Policies and Procedures; and
- Encourage positive, effective and efficient decision making processes based on sound information and clear judgement.

Responsibilities and duties

By nominating for the position of Junior Activities Treasurer of Mooloolaba Surf Life Saving Club you are giving an undertaking to the members of Junior Activities that you will commit to the following standards:

- Provide a professional level of financial management to the Junior Activities section of the Mooloolaba Surf Life Saving Club;
- Be a member of the Finance Committee and/or represent the Junior Activities section of the club;
- Prepare an annual budget compiled from submissions from the Junior Activities section of the club to be presented to the Management Committee through the Junior Activities Chairperson by March each year for the coming financial year (1 May to 30 April);
- Undertake to provide the Junior Activities section with open accountable financial information;
- Strive to move the club forward in a positive and professional manner;
- Develop and support the implementation of the Club's Strategic Plan and participate in any further enhancement of the long term strategic blueprint for the Club's financial future; and
- Work positively and supportively with SLSA and SLSQ to develop harmonious organisational relationships.

As Junior Activities Treasurer you shall be required to compile and submit financial reports to the JAC; assist in compiling a financial budget of income and expenditure in conjunction with the Junior Activities Chairperson; provide and seek co-operation of the Club Treasurer; and report any anomalies or discrepancies.

You will be required to attend the Finance Committee and/or budget meetings as appropriate from time to time. You will need to assist in maintaining and developing the financial information systems of the Mooloolaba Surf Life Saving Club and must have a high skill level in the following areas:

- Have a strong understanding of financial planning as it relates to not-for-profit organisations;
- Have a strong understanding of corporate governance as it relates to not-for-profit organisations;
- Have a functional understanding of formal meeting procedure;
- Have a working understanding of the Club's Constitution; By-Laws and Policies and Procedures Manual

- Provide functional financial advice to other JAC officers as it relates to their portfolios and budgets;
- Develop and maintain a cohesive administrative links between the active the JAC and the active Club; and
- Ensure financial planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Develop a strong working relationship with the Junior Activities Chairperson, the, the Club Administrator and the Club Treasurer to maintain an effective corporate business structure within the Club.

Qualifications

No formal qualifications are required; however, tertiary level accounting or financial management / business related qualifications would be a definite advantage.

Skills and Experience

- Minimum five years general administration / management / accountancy experience; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

Personal Qualities

- Good written and verbal communication skills;
- Ability to work with others;
- Neat and tidy presentation;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

Relationships

1. Junior Activities Chairperson
2. Junior Activities Secretary
3. Club Treasurer
4. Nipper & Surf Sports Administration Officer
5. Fundraising Committee

Re-election Period

Annually at the Nipper AGM and endorsed at the Club's AGM.