



POSITION DESCRIPTION

TREASURER

Background

YPCC plays in the senior division of the Victorian Turf Cricket Association, and fields four teams who play at the Ryder and McAlister Ovals in Royal Park. YPCC have played at these grounds since 1945.

The Clubs unusual name is derived from Harry Youlden, our founding father and Kensington bookmaker who established Youlden Kensington Cricket Club in 1922. Youlden Kensington and Parkville Cricket Club merged in 1972 to create YPCC.

Purpose

To manage a sound financial and reporting system that provides accurate information to the Club Committee on the financial status of the club at all times.

Responsibilities

- Prepare an annual budget in consultation with the Club Committee;
- Coordinate the development of a player fee structure that optimises the clubs financial sustainability and meets social and cricket objectives;
- Monitor social and sponsorship activities to ensure the club does not incur financial liabilities and meets revenue targets;
- Attend to general banking activities;
- Provide monthly reports to the Club Committee
- Receipt all monies received;
- Arrange invoices for payment;
- Act as, or delegate, coordinator for the collection of match day fees;
- Prepare annual financial accounts and ensure club finances are correctly audited;
- Be one of two signatories for the clubs cheque account;
- Act as the Public Officer of the Club and ensure the Club is operating in accordance with the requirements of the Incorporations Act;

Skills and attributes

- A commitment to the values and behaviours of the Club as defined in the Club Charter;
- Able to publicly represent the Club at local and regional levels;
- Experience of working collaboratively with others;
- Diligent and honest with finances;
- Able to keep accurate and well ordered financial accounts

Accountability

- The Treasurer is accountable to the Club President and Club Committee

Time Commitment and Remuneration

- Time commitment is estimated up to 2 hours per week. Club Committee meetings are 2 hours and occur once a month. The position is voluntary.