

# TREASURER – VOTING ROLE NOMINATION FORM

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## JOB DESCRIPTION:

- Enhance and Promote the Doncaster and Districts Netball Association
- Manage and support the DDNA Finance Officer.
- Manage, maintain and coordinate DDNA finances ensuring accurate records of income and expenditure are maintained.
- Provide advice to the committee in the management of the DDNA finances
- Be a signatory on club account (with at least one other), authorise bank payments and/or cheques
- Reconcile bank accounts on a monthly basis
- Prepare and liaise with President in preparation of Annual Budget to be presented to the committee at the Planning meeting.
- Oversee payments to superfund.
- Prepare Treasurer's report for committee meetings as discussed at yearly planning meeting.
- Prepare financial reports for submission of the BAS on a quarterly basis
- Prepare annual financial accounts for auditing
- Prepare and reconcile end of year group certificates
- Prepare annual financial reports as at the 30<sup>th</sup> September for presentation at the Annual General Meeting
- Office duty as required

I, (Mr/Mrs/Miss/Ms) \_\_\_\_\_

hereby apply for the position of Treasurer for 2020.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE COMPLETE THE FOLLOWING DETAILS

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE: (H) \_\_\_\_\_ (M) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Nominated by 1. \_\_\_\_\_

2. \_\_\_\_\_

PLEASE RETURN TO DDNA SECRETARY at [secretary@ddna.com.au](mailto:secretary@ddna.com.au) BEFORE THE 23rd OCTOBER 2019.