



No: A0011951M

Tennis Geelong

[A0011951M]

www.tennis.com.au/tennisgeelonginc

Position Description

Treasurer

Form of Tenure

Elected, voluntary based.

Duties

- Keep up-to-date records of all transactions
- Payment of all outstanding accounts
- Banking of all moneys received
- Report to the executive committee on a monthly basis
- Management of bank accounts
- Prepare financial reports for the AGM
- Attend monthly meetings
- Assist if possible with events organized and ran by Tennis Geelong

Required

- All history from previous Treasurers (prefer meeting to discuss)
- Signatory to Tennis Geelong bank accounts
- Internet access to Tennis Geelong accounts (View only)
- Cheque and deposit book/s
- Computer with internet access
- Envelopes and stamps
- Copy of all affiliated club contact list

Desirable Skills and Knowledge

- Enthusiastic and well organized
- Ability to keep sound records
- Ability to allocate regular time periods to maintaining books
- Diligent with receipts and money
- Ability to work in a logical and orderly manner
- Willingness to learn new skills if required
- Dedicated Association person
- Honest and trustworthy
- Financial account skills
- Computer skills
- Microsoft Word/Excel literate