

Position Description : Treasurer	
Position Type:	Voluntary
Hours:	Approximately 20 - 30 hours per month
Reports to:	AMMNA Executive/Management Committee
TERM: The terms of this position are as follows:	
Commencement Date:	Annual General Meeting in the year of election
Time Frame:	Two year term
Resources:	Reasonable out-of-pocket expenses may be reimbursed where pre-approved by the Management Committee and in accordance with AMMNA policy.
KEY OBJECTIVE AND ROLES AND RESPONSIBILITIES	
<p>ABOUT THE ROLE</p> <p>This is a unique opportunity to help secure the financial future of men's and mixed netball in Australia. As AMMNA's Volunteer Treasurer, you will play a key role in providing financial leadership, oversight, and transparency, ensuring the association operates with strong governance, sound controls, and long-term sustainability.</p> <p>Working closely with the AMMNA Executive and Management Committee, you will support budgeting, reporting, compliance, and strategic decision-making, making sure our financial story is clear, accurate, and accessible to members and stakeholders. This role is ideal for someone with financial or governance experience who wants to contribute to a growing, purpose-driven sporting organisation and help shape how AMMNA manages its resources for years to come.</p> <p>KEY OBJECTIVES</p> <p>To support the Management Committee in maintaining high standards of financial management, financial record keeping, reporting, compliance, and communication across the association, while helping ensure the long-term financial sustainability of AMMNA.</p> <p>KEY ROLES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● Attend and provide suitable financial reports at meetings of the association and its Management Committee as required under the rules of the association, including profit and loss, balance sheet, cash flow, asset register, accounts receivable, accounts payable, and budget updates where relevant. ● Provide effective financial leadership and oversight to support the future financial stability, sustainability, and growth of the association. ● Provide relevant and understandable financial information to members, as appropriate, to promote transparency and confidence in the allocation and use of association funds. ● Monitor income and expenditure against approved budgets and ensure appropriate financial processes, approvals, and budgetary controls are followed across the association. ● Implement and maintain strong financial controls to protect the cash, assets, records, and reputation of the association, including controls that reduce the risk of error, fraud, or misuse of funds. ● Prepare financial reports and statements in accordance with the association's rules, the Associations Incorporation Reform Act 2012 (Vic), applicable accounting requirements, and any Australian Taxation Office obligations that apply to the association, including BAS and other taxation reporting where required. ● Support the timely preparation and lodgement of the association's annual statement with Consumer Affairs Victoria, together with any required financial statements, certifications, review reports, or audit reports relevant to the association's reporting tier. ● Be responsible for the development, coordination, and monitoring of the annual budget, including the maintenance and use of the standard chart of accounts in the association's financial management system. 	

- Manage and provide all information required to complete the annual financial review or audit, depending on the reporting obligations applying to the association.
- Oversee fees, levies, reimbursements, and payments of the association, including the annual review of fees and charges in consultation with the Management Committee.
- Close the books at the end of each financial year and prepare all reconciliations, records, schedules, and supporting documents required for the Committee, reviewer, auditor, and Annual General Meeting.
- Present the annual financial statements, and where applicable the reviewed or audited profit and loss statement and balance sheet, to the Annual General Meeting of the association.
- Maintain complete, accurate, and secure financial records, and furnish books of account and related records to authorised office bearers, auditors, reviewers, or regulators as required by law and the association's rules.
- Ensure financial records are retained for the required period and stored securely using appropriate digital and physical record-keeping practices.
- Attend association events and activities where possible and where relevant to the responsibilities of the role.
- Maintain a good working knowledge of the association's constitution, by-laws, policies, procedures, strategic priorities, and financial delegations.
- In conjunction with the Management Committee, contribute to strategic and operational planning by providing financial advice on priorities, affordability, sustainability, and risk.
- Prepare and submit reports as required for Management Committee meetings.
- Prepare a financial report for the Secretary for inclusion in the annual report to be presented at the Annual General Meeting.
- Declare and appropriately manage any actual, potential, or perceived conflicts of interest, and act at all times in the best interests of the association.
- Support effective handover, continuity, and transition of financial knowledge, records, and systems at the conclusion of the term.
- Perform other related duties as determined in consultation with the Management Committee.

QUALIFICATION REQUIREMENTS

- Desirable to hold formal bookkeeping, accounting, finance, business, or related qualifications, or relevant industry experience.
- Agree to undergo a National Police Check.
- Hold any child safety screening, registration, or compliance checks required by the association's activities or relevant legislation.
- Hold a current driver licence where this is reasonably required to carry out role-related activities.

SKILL REQUIREMENTS AND RELEVANT EXPERIENCE

1. Experience and/or proven ability to undertake a governance or management role within a not-for-profit, volunteer-based association, including planning, administration, and liaison with committee members and stakeholders.
2. Strong understanding of the legal, financial, ethical, and compliance obligations applying to an incorporated association and not-for-profit environment.
3. High level understanding of the financial management needs of an association, including budgeting, reporting, reconciliations, controls, and governance.
4. Ability to present financial information clearly to members and committee members who may not have a finance background.

5. High standard of oral and written communication, including listening, interpersonal, stakeholder management, and public speaking skills.
6. Good organisational and project management skills.
7. Ability to use accounting software, spreadsheets, digital document storage systems, and online banking or payment platforms securely and accurately.
8. A strong understanding of the needs and objectives of the association.
9. Ability to separate personal and association interests and act in the best interests of the association at all times while in the role.
10. Desirable to have previous experience supporting annual reviews, audits, annual statements, or statutory reporting in a not-for-profit setting.

INTERACTION: The position will be expected to interact with the following key stakeholders and individual positions:

AMMNA Management Committee AMMNA Operational Sub Committee's AMMNA State members & delegates	Netball Australia General public International Associations
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