



POSITION DESCRIPTION

St Thomas Netball Club- Work Hard, Play Fair, Have Fun

Position Title:	Vice President
Reports to:	Executive Committee Direct Reports: Committee
Employment Status:	Volunteer
Time Commitment	Variable- (no more than 6 hours per month)
St Thomas Netball Club	<p>STNC is a not for profit, member-based organisation. The committee is run by volunteers to ensure the ongoing support of the sport of netball in the Whitehorse community.</p> <p>STNC moto is <i>Work Hard, Play Fair, Have Fun</i>. Our Values are Inclusivity, Teamwork, Respect & Development.</p>
Commitment to Child Safety	<p>We require all members above the age of 16 who coach, supervise or are part of the committee to have a valid WWC confirmed by the club. Netball's Commitment Statement to Safeguarding Children and Young People and other important information can be found at https://vic.netball.com.au/child-safety-netball</p> <p>At STNC we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p>STNC Commitment to Safeguarding Children & Young People</p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. STNC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p>

Primary Purpose of Position

- Provide management of the Association/Club and its financial dealings

Key Responsibilities

- Prepare and monitor annual Budget
- Be fully aware of the financial position of the association at all times and notify the Committee of all financial trends and any areas of concern
- Ensure financial and treasurer reports are available and understood at all committee meetings
- Provide evidence that money received is banked and documentation provided for all money paid out
- Present a Balance Sheet and statement of income and Expenses at the annual general meeting
- The banking of cash within seven days of receipt, security of petty cash and the bank accounts, eg. The cheque books and the transfer of money between accounts
- Pay accounts passed for payment and send out accounts as required
- Ensure that information for an audit is prepared each year and to arrange the audit with appropriate financial institutions
- Ensure Association and Club members do not handle, deposit, pay out or otherwise deal with funds without your knowledge
- Invest surplus funds and manage Association investment program if applicable
- Ensure the Annual business returns and Business Activity Statements (including GST) are filed as required by State and/or Federal legislation
- On behalf of Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required
- Acquit funds received from Government and /or local Council grants and submit necessary financial statements
- Determine annual registration fees for players and non-playing members
- Uphold Constitution, By-Laws, rules, policies and procedures of the Association

Knowledge, Skills & Abilities

- Relevant tertiary qualifications in accounting/finance
- Accounting and finance experience
- Ability to allocate time maintain records and books in a logical manner
- Able to keep good records and manage financial records electronically
- Aware of information which is needed to be kept for annual audit
- Experience in financial risk management

- Well organised and able to work in a logical orderly manner
- Ethical, honest and trustworthy and dedicated to the association

Other Requirements
<ul style="list-style-type: none">· Induction Training· Police Check· Working with Children Check· Other (please specify)