



Treasurer and Director

Employment Type

The Treasurer is a voluntary role elected by the members of WTI or, if a vacancy occurs, appointed by the WTI Board. The Treasurer is also a director of WTI and part of the executive team that manages the affairs of the association.

Position Objectives

The Treasurer oversees the financial record keeping of the association and keeps the Board updated on the financial position. The Treasurer coordinates the preparation of financial statements prior to their submission to the Annual General Meeting in accordance with Associations Incorporation (Model Rules) Regulations 2017.

Key tasks

The key tasks of the Treasurer are:

1. Manage the association's Xero online accounting system, reconciling transactions submitted automatically by the bank (State Bank).
2. Access the Stripe and Paypal accounts that process online payments to assist with reconciliation of Xero online accounting system.
3. Organise and authorise bills to be paid. Currently, the President or Vice President also need to co-authorise.
4. Prepare a financial report for Board meetings that comprises:
 - a. Statement of Funds currently held in bank accounts
 - b. Statement of outstanding debts of members
 - c. Statement of outstanding bills to be paid
 - d. A statement of cumulative profit and loss for current year.

Note: This information is readily available through the Xero online accounting system provided transaction have been reconciled and categorised.

5. Provide information relating to financial transactions if requested by members of the association.

6. Access the online database of the Australian Weightlifting Federation and review information on payments for competition entry by association members.
7. Access the online database of the Australian Weightlifting Federation and review information on membership payments by association members.
8. Prepare financial reports for the Annual General Meeting. This information is readily available when all transactions have been reconciled and categorised.

Note: For small associations, the requirement for end of year financial reports to be audited before submitting to the AGM has been removed under The Associations Incorporation (Model Rules) Regulations 2017

Australian Weightlifting Federation Online Database

The AWF database now includes online processes for members to register and pay for membership of Weightlifting Tasmania and all competitions organised by the association. Reports of transactions are retrievable with a login.

Duration of appointment

The Treasurer is an elected position of three-year duration. As of the Annual General Meeting of 2020, no person came forward for the role. Therefore, the position is now a casual vacancy until the next Annual General Meeting.

Hours of Work

The estimated work involvement is:

- Reconciling transactions in Xero – 1 hour per week (on average)
- Preparing reports for Board meetings – 2 hours (4 times per year)
- Downloading, reviewing and sending reports from the Australian Weightlifting Federation's online database to other Board members or competition directors – 1 hour per competition
- Attending Board meetings - 4 meetings per year – usual duration 3 hours plus travelling time. Board meetings are usually held face-to-face at Ross Hotel.
- Preparing annual financial reports for AGM and attending meeting – 3 hours (provided weekly reconciling of transactions has been maintained).
- Reviewing and providing input into association policy formulation and liaising with other Board members on policy – 10 hours per year.