



Owners' Club of Australia
(Victoria Division) Incorporated
ABN 85 862 959 314

Position Description - Treasurer
(Voting Officeholder Member of the Club Committee)

Governance:

- The Treasurer is one of nine voting Officeholders and a Member of the Committee, as listed in the AROCA (Vic) Incorporated Association Rules (Section 24.1),
- The AROCA Vic Inc. Association Rules provide the Club Committee may consist of up to nine elected Officeholders and two elected Ordinary Members (Section 23.3). The Executive consists of the President, Secretary and Treasurer (Section 26).
- The Treasurer shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The Treasurer shall be familiar with and abide by AROCA (Vic) Governance Principles adopted by the Committee 29th November 2023
- No individual Committee or Co-opted Member has the individual power to:
 - Manage the affairs of the Club.
 - Make a decision on behalf of the Club.
 - Enter into contract on behalf of the Club.
 - Incur any debt or obligation on behalf of the Club,
. . . Unless the power to do so is delegated to that person or position by resolution of the Committee.
- The Committee shall, by resolution, make such delegations as are required to enable each Committee Member to carry out their Position Description.
- The Treasurer shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29th November 2023
- The Treasurer shall perform the functions of the Treasurer role as set out in this position description adopted by the Committee 29th November 2023
- The Treasurer shall protect the principle that all Club funds are the property of the Members.
- Ensure that the Club operates in a financially responsible and accountable manner.
- Confirm that all requirements of the AROCA Vic Inc. Association Rules have been met.
- At the start of the Club year, the AROCA Committee will:
 - Provide to the Treasurer all necessary documentation required to maintain all financial records for the efficient running of Club activities for the following 12 months.
 - Ensure all revenue and invoices for expenses are directed to the AROCA Vic Treasurer for timely banking and supplier payment.
 - Confirm the number and nature of Club activities and events to be held in the following 12 months.
 - Specify in liaison with the Treasurer what, if any, categories of out of pocket expenses are required for this role.
 - Specify in liaison with the Treasurer what, if any, categories of out of pocket expenses paid by event organisers will be reimbursed to event organisers.

Role:

- The Treasurer of AROCA Vic is responsible for assisting the Committee to manage the financial affairs of the Club.
- The Treasurer shall collect all revenues for banking and make payment of all financial obligations to suppliers.
- Ensure timely management and administration of Club financial records and accounts.
- Ensure governance leadership in Club financial affairs.
- Supervise the financial aspects of the individual roles and responsibilities of Committee and Co-opted Members.
- Ensure the Club acts legally, ethically and in the best interests of its Members in all of its dealings and that activities and events positively reflect the proud history of the Alfa Romeo marque.



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Reporting

- The Treasurer reports to the Committee.
- The Treasurer shall prepare and distribute a financial report for each Committee meeting.
- The Treasurer shall prepare a financial report to be published in each edition of the Club magazine.
- Present to the Committee a written report on the financial performance of the Club prior to the close of the Club year for presentation by the Treasurer at the Annual General Meeting.

Responsibilities:

- Be a full, family or life Member, and own or regularly drive an Alfa Romeo. Assist Committee Members, Co-opted Members and event organisers to understand and fulfil their financial responsibilities to the Club.
- Work with the Committee appointed Accountant to prepare annual financial accounts for auditing, including providing the auditor with information as required in timely manner.
- Be fully informed about the financial position of the Club at all times.
- In liaison with Committee and Co-opted Members, prepare budgets for the forthcoming year describing potential sources of income and expenditure.
- Present regular breakdowns of income and expenditure to the Committee.
- Under instruction of the Committee, invest surplus Club funds.
- Ensure annual returns and statement of accounts are filed with the Consumer Affairs Victoria in timely manner in conjunction with the Secretary.
- Ensure GST compliance and all suppliers issue valid tax invoices to the Club.
- Initiate payments to suppliers via the on-line banking system.
- Validate all authorised payments by the Committee, including invoices from Committee Members and Club Members.
- Ensure all Committee and Co-opted Members and designated event organisers do not exceed authority ceilings for financial expenditure. Prior authority from the Committee is required before a Committee approved event budget can be exceeded.
- Maintain timely and clear communication with Club Members by providing regular editorial contributions to the Magazine Editor, Enewsletter Editor, Website content manager, Social Media Manager.
- Where practical provide at least one Club Meeting Guest Speaker appropriate to Members' interests per year in liaison with Committee Members.
- Manage communication and document storage via AROCA link: treasurer@alfaClubvic.org.au

This position description was adopted by resolution of the Club Committee on 29th November 2023

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