

COMMITTEE/BOARD APPLICATION FORM

SPSA

TREASURER

POSITION OVERVIEW:

TIMEFRAME FOR POSITION

Two year term (with the opportunity to reapply for a 2nd two year term)

Note: Successful applicants cannot hold office for more than 4 years and must retire from the board for a mandatory period of one year.

SKILLS

SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:

- Qualifications and / or knowledge and experience in financial management.
- Ability to provide and present regular financial statements to the board meeting and relate the organisation's financial position to the budget including future forecasts.
- The ability to provide relevant financial information and make decisions on the allocation of the financial resources of the organisation in negotiation with the Board
- Ability to manage the records electronically.

OBJECTIVES OF THE TREASURER:

- Provide effective financial management, to ensure the future financial stability and growth of the organisation.
- Provide relevant financial information to members as requested, to ensure members clearly understand the allocation of organisation's funds.
- Monitor income and expenditure to ensure all committees and individuals maintain budgetary restraints.
- Provide the financial reports in accordance to the governing body and government regulations and procedures.

KEY OBJECTIVE

To assist the Executive Committee and Board in maintaining high standards of financial record keeping, policy implementation, accountability and compliancy.

TYPICAL DUTIES OF THE TREASURER

- Maintain financial books.
- Ensure that the budgeting is carried out in accordance with Council expectations and members.
- Be aware of information required for the annual audit.
- Be aware of the future directions and plans council and of members.
- Have a good working knowledge of the tasks of Treasurer and to manage the constitution requirements for this position.
- Required to be well organised.
- Required to keep good records.

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INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS

- Ensure the responsibilities of the Treasurer under the Associations Incorporation Act are discharged:
 - Receive all amounts and, if asked, immediately issue a receipt;
 - As soon as practicable, deposit all amounts in the Association's account with a financial institution;
 - As soon as practicable, enter amounts and payments in the Association's cash books;
 - Be one of the signatories for negotiable instruments (for example, cheques); and
 - Balance the cash book and financial institution accounts regularly (regulation 12, schedule 5).
- Ensure appropriate financial systems and controls are in place.
- Work with the Executive Committee and staff in preparing an annual budget.
- Work with the Executive Committee and staff to ensure financial reporting to the Committee on a regular basis, including profit and loss statements/statement of financial performance, budget comparisons and (if needed) cash forecasts.
- Make recommendations regarding the engagement of the auditor, the extent of the auditor's role, and communicate with the auditor during the audit process.
- Other duties shared by all committee members.
- Ensure the responsibilities of the Association and committee members under the Associations Incorporation Act are discharged:
 - to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
 - to ensure that the Association complies with its rules about calling and holding general meetings of members (section 57);
 - to prepare financial statements within six months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
 - to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);
 - to comply with directions of the Department regarding publication of the annual financial statements (section 59);
 - to ensure the position of Secretary is not left vacant for more than one month (section 65);
 - to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
 - to notify any change in Secretary within one month (section 68);
 - to ensure that the Association holds public liability insurance (section 70);
 - to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
 - To take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
- Prepare for committee meetings and appropriately participate in meetings.
- Undertake any assignments given by the management committee on an individual or group basis.
- Maintain current knowledge about the work of the Association.
- Maintain current knowledge about the environment in which the Association works and key issues.
- Attend Association functions, as required.

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Organisation Name:

**SOUTH PINE SPORTS
ASSOCIATION (SPSA)**

**DIRECTOR OF FINANCE
(TREASURER)**

DATE/YR

2011

CURRENT POSITIONS AVAILABLE

1. CHAIRPERSON (PRESIDENT)
2. DIRECTOR COMMUNICATION (SECRETARY)
3. DIRECTOR FINANCE (TREASURER)
4. DIRECTOR INDOOR
5. DIRECTOR OUTDOOR

APPLICANT'S LEGAL OBLIGATIONS

Note: Any critical omissions within this section by an applicant will be deemed by the organisation to be an act of deceit and fraud against 'The Association'. Therefore

1) If you have been

- (a) **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are an undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition
- (b) your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.

Your application cannot be legally accepted by the Association

If you have not have been convicted then you may continue completing this application

PROCESS

ELECTRONIC APPLICATIONS ONLY:- (hand written applications will NOT be accepted)

Applications close :-

Form to be completed:- **Electronically** and forwarded to (insert email address) via email or by arrangement in electronic format to (insert details)

| | | | |
|-----------------------------|----------------------------------|-------------------------|--|
| Applicant's Name | Graham Young | | |
| Applicant's Contact Details | Ph: <u>n/a</u> | Mb: <u>0400 487 809</u> | |
| | Email: <u>gymcfc@hotmail.com</u> | | |

DO YOU CURRENTLY HOLD A COMMITTEE POSITION ON ANY SPSA MEMBER CLUB (Full or Associate)

The board must be fully independent and consist of no more than one (1) member from any member club and must not hold an active executive position on any SPSA member clubs management committee unless it is agreed to by a majority of full members eligible to vote and must not be a family member of a current servicing board member

No Yes Will you if appointed relinquish this role Yes No

If you answer NO that you wish to continue to hold a position on a member's clubs board complete the following:

| Organisation Detail | Position Detail |
|---------------------|-----------------|
| | |

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Date application completed and sent

2-Dec-18

THE POSITION

Treasurer

APPLICANT'S NAME

Graham Young

MOTIVATIONS

What currently motivates you to apply for this position?

My Club, Samford Rangers, is currently in a period of uncertainty and flux. It is at times like these where members who care about their Club should step up and offer assistance where they can. I have been a proud Samford Rangers member and Masters player since I moved to this area 7-years ago. For the last 5-years I have managed the Masters team I have played in, which I have found both enjoyable and rewarding. I now find myself in a position where I can dedicate some more of my time and energy into the Club. I hope to be an active participant in a new Committee that can provide unity and stability now, as well as plan and execute on a viable and realistic strategy for the future. I want to ensure Samford Rangers continues to grow and thrive for all members, and be a Community Club that all others in the region aspire to be like.

Your task is to provide members with samples of your SKILLS AND ABILITY TO FILL THE POSITION samples can be from either a paid or other voluntary work or experiences.

QUALITY MANAGEMENT

1) Your skills and/or experience in financial management, accountability and financial process

I hold a 1st Class Honours Economics degree from London University, and have worked in large and small businesses for the last 24-years, primarily in front-line sales roles. Whilst this experience is not directly in financial management or accountancy, I have been closely involved in setting strategic goals and plans which directly relate to Profit & Loss, Cash Flow etc. To put it simply, I am a 'numbers' type of person. Prior to applying for this role, I have consulted with Scott Price, a Certified Accountant & former Treasurer at Samford Rangers who has continued to assist the Club with submission of BAS statements etc. and he has confirmed he believes the role is within my capabilities and will also assist with training and guidance in the short-term, and on-going assistance with BAS etc. in the long-term.

2) Your skills and/or experience in financial reporting

Per above, this is currently minimal, but I am willing to step up and learn and do what is necessary to ensure all financial reporting obligations are met in a timely and accurate manner.

3) Accounting programs you can used with confidence

None at present but I am assured by Steve Price that gaining a sufficient understanding of the Xero accounting software in use by the Club is not difficult. Throughout my career with companies such as IBM, I have been expected to quickly learn, and use on a daily basis, many different & sometimes complex Software applications. I am confident I can do the same with Xero.

CLUB DEVELOPMENT

Your skills and/or experience in relation to managing a sporting club

Zero, but we all have to start somewhere, right? ☺

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WHAT YOU HAVE BEST TO OFFER

In relation to the future development of the Club

I am and always have been a passionate believer that Samford Rangers should be a Community-focused football club that provides opportunity and support for all who want to play football, support and volunteer their time. Unfortunately, I believe there have been some decisions made, and directions taken, in the recent past that do not entirely support that viewpoint.

One of my motivations in applying for the role is that I don't want to be a 'spectator' when there is the opportunity to actively participate and help frame the future direction of the Club. Samford Rangers is a Club that offers opportunities to participate for everybody in the local area; young and old, male and female. I believe the future direction of the Club needs to be determined in a way that broadly consults, listens, considers, and then communicates with ALL of the Club's membership.

The opportunity in front of our Club is amazing. The new facilities are probably the best in the Region and about to get even better thanks to the continued support from Moreton Bay Regional Council. We now need to spend some time understanding what we can do to further promote the sport and the Club in the local area. This starts with retaining our existing members and sponsors by ensuring their expectations are met or exceeded, and finding ways to build a positive culture and sustainable financial model, to ensure the viability of the Club into the future.

I have many ideas on how we can collectively accomplish this, and I look forward to the opportunity to give my time, energy and enthusiasm back to the Club that has given me so much since I re-discovered my passion of playing football when I joined Samford Rangers 7-years ago.