

**MGVVCC OFFICE BEARERS
GUIDELINES FOR CLUB TREASURER**

Policy

The elected Club Treasurer, Executive and Committee Members shall draw reference from the Club Constitution which document constitutes the rules of the Mount Gambier Veteran and Vintage Car Club Incorporated and abides by these rules. The Club Treasurer shall be aware of and conversant with the relevant SA Government Acts [*Associations Incorporation Act 1985, the Rules of the Limited Club Licence and the Liquor Licensing Act 1997*]. All references to the content of the Club Constitution will be notated [*in italics*] when required. **For Information:** The role and responsibilities of MGVVCC Committee of Management Executive shall be documented and available to Committee of Management members.

Role Of The Elected Club Treasurer

The elected Club Treasurer is a paid up [financial] Club Member of the Mount Gambier Veteran and Vintage Car Club Inc. whose appointment is a 12 month term of office for one to three consecutive years. [*Constitution pg5 Rule 9 AGM pt 1. All retiring members of the committee shall be eligible for re-election provided however that no member shall hold office as President, Secretary or Treasurer for more than three consecutive years.*]

The Club Treasurer shall act on behalf of the Membership and uphold the Objects of the Club [*Constitution pg1-2, Rule 3 Objects*].

The Club Treasurer complies with the Club's Constitutional requirements and all matters pertaining to Treasurer's Role and Function, specifically, but not exclusively *Rule 4, Rule 6, Rule 8, Rule 9, Rule 12, Rule 13, Rule 19, Rule 20, and Bylaw 14.* [*page 9 Rule 19 Club Assets: All money and other assets received or acquired by the MGVVCC shall be applied for the benefit of the Club or in such other manner as the Committee shall determine, but under no circumstances shall the Club be conducted for the individual gain of the Members or any of them.*]

The elected Club Treasurer is responsible for carrying out specific functions incorporated in the above mentioned Rules and Bylaws of the Club Constitution. These functions include the following:

- The Club Treasurer is responsible for the Bar "Cash Float" and brings these funds to each monthly meeting. In the absence of Club Treasurer, an authorised Committee member may retrieve the cash to take to the Club Rooms Monthly meeting or Club function.
- Monies received into the MGVVCC are recorded, receipted and banked regularly;
- Monies paid out by the MGVVCC are recorded, approved by the Committee for payment and paid;
- Ensures an accurate and up-to-date monthly statement of the MGVVCC's financial position is recorded and presented; and moves adoption of the financial statement by the meeting;
- Provides detailed information and gives advice on all financial aspects of the MGVVCC's decisions and activities;
- The Club Treasurer consults with the Club Auditor on a regular basis in preparation to submit books for audit;
- Ensures Investments on behalf of the Club's Committee of Management, are managed as directed by the MGVVCC Committee and General Membership;
- Process and maintain the MGVVCC's financial records and documentation and present records on all financial negotiation on behalf of the Committee of Management;
- Keeps a list of significant Assets and determine \$ Value for Club Owned Property [but not consumable items]. For auditing purposes, ensure the "Assets Register" is included in Financial Statements at end of each Financial Year.

INCUMBENT DATE APPOINTED
(Signature)

PRINTED Name) TERM OF OFFICE2014 – 2015.....