

## MORNINGTON LIFE SAVING CLUB

### ROLE DESCRIPTIONS

#### TREASURER

- Executive Committee Position
- Attend monthly Committee Meetings
- Oversee and action Treasurer emails
- Pay Invoices
- Maintain google spreadsheets for Schools Program and Youth Instructors
- Liaise with Auditor to organise Financials
- Lodge financials with Consumer Affairs & My Cav
- Lodgement of Grant acquittals: BSEF & VESEP
- \*MYOB Essential data entry including:
  - Bank feeds
  - Invoicing Schools Program, weekly
  - Invoicing for Clubroom bookings, quarterly
  - Invoicing for Twilight Swim
  - Reconciliation, monthly
- \*Banking including:
  - Collecting BBQ and Kiosk money from Clubrooms and depositing at the Bendigo Bank weekly
  - Payment of all invoices, twice weekly
  - Payment of Youth Instructors payments, fortnightly
  - Payment of Schools Program payments, weekly

Items marked with an \*asterisk can be completed by the Club's paid Admin person if required.