

Southport Yacht Club

TREASURER

Officers of the Association shall consist of Board Chairman, Flag Officers being The Commodore, Vice Commodore Sail, and Vice Commodore Power, along with Treasurer and three Board Members.

The Treasurer shall be a suitably qualified accountant, however shall not be required to hold a current practicing certificate; and / or must have one years' experience on the Board, or Finance committee (as per the [Rules & By Laws 2015, Section 18. \(a\) and Section 19.](#))

The position to which Treasurer is elected is on a two year term, you have the right to re-nominate as the position vacant after the term.

Applicable to all Board Member's:

1. To be actively involved in and support the sport of the Club and promote the 'Objectives of the Association', as per the Rules and By Laws 2015:
 - To promote the enjoyment and competition of boating, yachting and events for our members, guests and the community.
 - To provide the youth of our community with a training programme and facilities, to encourage youth participation in the sport of boating and yachting.
 - To provide and maintain association premises and facilities for the use of members of the association.
 - To encourage and support participation in boating and yachting competition at Club, State, National, International or Olympic level events.
 - The promotion and encouragement of such sports and recreations of a water based or aquatic nature as determined from time to time by the Board, including by the promotion of races and competition and the giving of trophies and prizes.
2. To know, interpret and understand Rules & By-Laws of the Southport Yacht Club Inc.
3. Attend Monthly Board Meetings, Strategic Planning Meeting, Annual General Meetings, and Special General Meetings and Forums as scheduled from time to time.
4. All Board members are welcome to attend any committee meeting, however this is in the capacity of visitor / observer only, no comment or voting on matters is permitted, unless specifically a member of that Committee.
5. To read all reports provided within the Board Pack, including but not limited to, financial statements, committee reports, and correspondence prior to each Board meeting. Same applies to any other special, or general meetings for the Board.

6. Maintain totally confidentiality in all matters discussed at Board level. Confidentiality as part of the Code of Conduct to be read, understood, and signed.
7. To discuss all operational issues with the General Manager or Assistant General Manager, only and not to discuss at a middle management level.
8. Undertake tasks and projects as assigned by the Chairman, and Board, from time to time and provide a written report back to the Board as required.
9. To attend all Club facilities, where possible, on a regular basis and 'show the colours'.
10. To attend as many official Club functions as possible, in particular annual presentations, Sail Past at Main Beach, Breaking of the Flag at Hollywell, major boating presentations, new member events, and so forth, and provide feedback to the Board.
11. Board members are to ensure that good corporate governance is being followed, boating and business development is progressing and fully accounted for, and that confidentiality is maintained.
12. All Southport Yacht Club Board members are to be prepared to undergo the following legislative checks:
 - Blue Card application
 - Bankruptcy check
 - Police / Security background check

The Treasurer's role is:

1. To supervise the delegation of receipt of all monies payable to the Association and the deposit of same into the Bank.
2. To supervise the delegation of the paying out of Association funds which shall be made by cheque, or EFT, which shall be approved by the Treasurer and authorised by the General Manager and another authorised signatory, to the Club accounts.
3. To cause proper books of account to be kept.
4. To present at the Annual General Meeting an audited and certified Balance Sheet and Income and Expenditure Statement up to the 30th day of April last preceding.
5. To present at the Half Yearly General Meeting a Financial Report for the half year to the 31st day of October last preceding.
6. To provide financial advice to the Board in relation to the best scenario for all members regarding berth sales/bank funding/increasing our future development and how to fund future development.

7. Maintain good corporate governance in ensuring from a legal viewpoint we are correct, whilst maintaining a fair outcome for our members.
8. Look at ways to improve our portfolio, to increase future revenue streams, reduce costs and improve facilities.
9. To meet with, and Chair, a Finance Committee meeting and then present at each monthly meeting of the Board a report and Statement of receipts and expenditure during the preceding month and of the balances then in hand.
10. To give to the Board such financial information as it may from time to time reasonably require.
11. Liaise with Chairman, General Manager, Assistant General Manager, and Finance Manager on preparation of monthly finance details.
12. Prepare Statement and Financial Reports for the Club's Annual Report.