

## **POSITION DESCRIPTION**



**Position Title:** Treasurer

**Club:** North West Victorian Motorcycle Club

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### **Key Responsibilities, Duties & Skills:**

- To keep a record of all transactions of spenditure and expenditure.
- To keep the Committee and Members informed of all spenditure and expenditure throughout the Club.
- To produce a Treasurers report at each General meeting.
- To bank all monies received through the Club.
- To pay all accounts that the Club incurs.
- To provide all disciplines with floats when needed.
- To be a support to the President.
- To attend regular General and Committee meetings.
- To have the ability to work as part of and contribute to the Team.
- To have good communication and listening skills.