



2017 AGM NOMINATION FORM

Hidden Valley Drag Racing Association

- TREASURER (1 Year Term)

As per requirements under Hidden Valley Drag Racing Association Constitution Section 37

(Name) _____

is hereby nominated for the position of

TREASURER

on the Hidden Valley Drag Racing Association Committee.

Nominator's Name: _____

Signature: _____

Seconders Name: _____

Signature: _____

Persons are prohibited from being on the Hidden Valley Drag Racing Association if they are insolvent under administration or

Have been convicted of:

- an offence in relation to promotion, formation or management of body corporate
- serious offence involving fraud or dishonesty
- an offence against the Associations Act

Nominee's Acceptance (signature) _____

Date ___/___/2016



JOB DESCRIPTION AND SELECTION CRITERIA – HVDRA Treasurer

Job Title:	HVDRA Treasurer
Designation:	Committee Member
Status:	Voluntary position
Tenure:	1 year renewable
Responsible to:	President HVDRA

Primary Objective

As a member of the Management Committee, the Treasurer's position is responsible for all financial management, billing, reporting and audit processes for the HVDRA and its affiliate members.

Key Responsibilities

1. Maintain an overview of the organisations financial affairs, ensuring proper financial records and procedures are maintained.
2. Ensure appropriate reporting processes are in place for Committee meetings, general meeting and Annual General Meetings (AGM).
3. Liaise with the President for expenditure and ensure MYOB system is maintained appropriately and reports are included in Agenda Items for Committee Meetings.
4. Ensure annual audits are carried out with the nominated accountant, lodged with Business Affairs and any other regulatory body requiring this information and be available for each year's AGM.
5. Requirements under HVDRA Constitution Section 37 (See below)

Selection criteria

Essential

Must be able to demonstrate –

1. High level of integrity and demonstrated financial administration capability
2. The ability to use initiative and work without supervision with the flexibility to work outside standard hours if required.
3. A high level of written, analytical, communications and interpersonal skills
4. Knowledge of MYOB

Desirable

1. Tertiary qualifications in Finance
2. Relevant data basing qualifications

Estimated Time Commitment Required

The estimated time commitment required as Treasurer is 8-10 hours per month in peak times.



Reference HVDRA Constitution

37. Treasurer

- (1) The Treasurer must:
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association;
 - (b) pay all moneys received into the account of the Association within 5 working days after receipt;
 - (c) make any payments authorised by the Committee from the Association's funds; and
 - (d) ensure cheques or payments are approved by the Treasurer and at least one other committee member, or by any 2 other committee members authorised by the Committee.
- (2) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.
- (3) The Treasurer must coordinate the preparation of the Association's annual statement of accounts.
- (4) If directed to do so by the President, the Treasurer must submit to the Committee a report, balance sheet or financial statement in accordance with that direction.
- (5) The Treasurer has responsibility for all securities, books and documents of a financial nature and accounting records of the Association unless the members resolve otherwise at a general meeting.
- (6) The Treasurer must perform any other duties imposed by this Constitution on the Treasurer and
- (7) when vacating office, surrender possession and control of, and deliver up to the new Treasurer or some other member appointed by the Committee, all books, accounts and funds belonging to the Association