



Mountain District Ladies
Tennis Association Inc
Reg: 0020766V

POSITION DESCRIPTION

TITLE: Treasurer

ROLE: The Treasurer's role is to maintain the financial records of the Association.

DUTIES: Include collecting and receiving all money due to the Association and making all payments authorised by the Association and shall keep correct accounts and books showing the Associations financial affairs.

DUTY LIST:

MONTH	TASKS
August (Post-AGM)	<ul style="list-style-type: none">• Attend and provide a Treasurer's report to AGM.• If required, be involved in updating Consumer Affairs Commission with detail of new Public Officer.• If required, organise change over of bank signatories.• Lodge financial statement with Consumer Affairs within 1 month of holding AGM.• Attend meeting with new Executive Committee.
September	
October	<ul style="list-style-type: none">• Attend Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.
November	<ul style="list-style-type: none">• Collect and bank money for luncheon.• Collect and bank money for next season's registration.• Obtain a list of forfeits from ladder secretary at end of home and away matches. Post out forfeit fines to clubs.• Winter Season Luncheon
December	
January	
February	<ul style="list-style-type: none">• Summer Competition begins
March	
April	<ul style="list-style-type: none">• Attend Executive Committee meeting re: Luncheon - pennants/trophies, raffle prizes, raffle tickets, seating arrangements, photographer.
May	<ul style="list-style-type: none">• Collect and bank money for luncheon.• Collect and bank money for next season's registration.• Obtain a list of forfeits from ladder secretary at end of home and away matches. Post out forfeit fines to clubs.
June	<ul style="list-style-type: none">• Summer Season Luncheon



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July (Pre-AGM)	<ul style="list-style-type: none"> • Winter Competition begins • Prepare financial statement showing income and expenditure for the year. • Organise to have books audited before AGM. • Prepare Treasurer's Report for AGM.
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Please Note:

Association Charges for Team Registration

\$5.00 Administration (paid once per club)

\$15.00 paid per team entered



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FORFEIT FINE

SECTION

CLUB

DATE

AMOUNT DUE \$.....

Please forward the amount due to:

Natalie Wicks
Treasurer, MDLTA
12 Namnan Way
SUNBURY VIC 3429

or payment may be made with Registration & Admin. Fees