

The Darwin Sailing Club is seeking interested and eligible members to fill roles within its governance structure. This Position Description outlines the key attributes, duties and responsibilities for the position of:

Club Treasurer

Darwin Sailing Club (DSC):

Vision:	Mission:
Excellence in sailing and harbour side hospitality	To encourage a wide range of sailing activities and training utilising the clubhouse and facilities for recreational, hospitality and social use of members and guests.

DSC Organisational Structure

The Darwin Sailing Club (DSC) Board consists of 5 elected office bearers and 2 Board appointed office bearers, including:

- Elected:
 - Commodore
 - Vice Commodore
 - 3 x General Board Members
- Board Appointed:
 - **Treasurer**
 - Secretary

The Board's primary role is one of stewardship and trusteeship on behalf of stakeholders/members, ensuring the Club remains viable and effective in the present and in the future. The Board is ultimately accountable for all organisation matters, including establishing the Club's strategic direction and priorities, in line with the Club's Mission and Vision.

The delivery of services and the Club's Mission are supported by an additional 2 elected office bearers, and 6 Board-appointed positions. These include:

- Elected:
 - Rear Commodore Training
 - Rear Commodore Sailing
- Board Appointed:
 - General Manager
 - Asset Management Officer
 - Governance Officer
 - Hospitality Officer
 - Publicity Officer
 - Membership Officer

Each of these roles has a distinct role to play in supporting the delivery of key services by providing guidance to DSC staff, through the General Manager, and by acting as a conduit between staff and the Board, in their respective area of responsibility.

The organisational structure, showing the reporting arrangements, is attached to this document.

Club Treasurer

The position:

Purpose of the role	Responsible for the financial governance of the DSC to allow the Board to provide good decision-making, including the preparation and monitoring of budgets, and expenditure for future forecasting.
Role specific tasks and responsibilities:	<ul style="list-style-type: none"> • Prepare annual budgets in conjunction with the General Manager, and monitor compliance throughout the year • Oversee the preparation of, and present, monthly financial statements and reports • Liaise with Board-appointed positions in regard to sectional budgets and financial matters • Review and monitor procurement policies and procedures, ensuring compliance and efficiency • Liaise with General Manager, Book Keeper, and sectional Board appointees in relation to budget and financial matters and queries • Liaise with accountant, auditors and funding bodies regularly • Review insurance requirements and make recommendations for annual insurer provider
General Board tasks and responsibilities	<ul style="list-style-type: none"> • Contribute to the establishment of the DSC's strategic direction and priorities • Interact with key stakeholders to inform them of achievements and to seek their input into determining strategic goals and direction • Regularly scan the external operating environment to ensure ongoing relevancy of the DSC's strategic direction and priorities • Monitor the DSC's operational performance, financial viability and progress against strategic and business plans and budget outcomes • Report back to members and stakeholders at the AGM and other meetings • Contribute to the development of the policy and governance frameworks for the DSC • Review and update as necessary, the DSC's corporate governance structures, including standards of ethical behaviour and social responsibility • Develop and maintain key relationships between the DSC and its stakeholders, members and other key individuals/organisations • Contribute to the appointment and ongoing development of key Board-appointed positions • Contribute to the setting of targets in order to evaluate the performance of and reward of the General Manager • Monitor organisational compliance with relevant legislation, regulations, lease conditions and organisational policies and procedures • Provide advice and guidance to the General Manager as required • Contribute to the ongoing performance and viability of the DSC
Method of appointment	Appointed by the Board for a two-year term.

Requirements for the role:

Desired skills or requirements	<ul style="list-style-type: none">• Proven relevant financial management skills, preferably with professional experience• Well-developed attention to detail, accuracy and ability to translate “numbers” into layman terms• Proven strategic thinker and ability to convert strategy into actionable outcomes• Willingness and ability to obtain a Criminal History Clearance
Key skills/abilities	<ul style="list-style-type: none">• Computer literacy• Willingness and ability to be readily contactable and approached by members and others• Interest and commitment to assist others (Board appointed officers and staff) to develop their financial management skills
Experience and knowledge	<ul style="list-style-type: none">• Good understanding of governance and Board responsibilities• Well-developed communication skills and willingness to build effective relationships• Knowledge of HR and IR legislation and ability to interpret and implement compliant HR and IR processes• Demonstrated ability to interpret and prepare high-level financial reports, including mandatory reports such as P&L, Balance sheet etc
Personal attributes	<ul style="list-style-type: none">• Genuine interest in sailing and the Darwin Sailing Club• Genuine interest in governance and/or procurement processes and systems• Well-developed organisational skills• Willingness and ability to assist in other areas of the DSC as needed
Commitment	<p>This role is expected to require a time commitment from the incumbent of up to 10 hours per week, depending on the season. Attendance at the monthly Board meeting is also expected.</p>