TASK SHEET

FINANCIAL DIRECTOR

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Ensure the Responsibilities of the Corporations Act are discharged	H	Ensure executive members maintain the Incorporation Act requirements.	Always
	H	Ensure the financial statements are prepared, audited and forwarded to ASIC at end of the financial year.	Always
	H	Ensure the organisation always has a Secretary's position and that ASIC is aware of the Secretary's details.	Always
	M	Ensure that all records and communication information & material are maintained appropriately.	Always
Positions task	H	Attend and prepare for Board meetings and participate appropriately in meetings.	As required
	M	Undertake any assignments given by the committee to you as an individual or member of a sub-team	As required
	H	Maintain current knowledge about the workings of the organisation, the constitution, rules and key issues.	Always
	M	Undertake any assignments given by the Board	Always
	H	Be well informed on all organisation activities and be aware of future directions	Always
	M	Organise and delegate tasks	Always
	M	Maintain a high level of communication with the designated region attached to this position	Always
Contracts	H	Be aware of the contractual arrangements with local council and/or facility owner/lessor	Always
	H	Be aware of all contractual arrangements with funding programs.	Always

Policy and procedures	M	As a Board member, be aware of the content of all policies and procedures and ensure they are reviewed annually.	Always
Planning/risk reduction task	H	As a Board member, you are required to manage the outcomes of the operational plan and risk reduction tasks.	Always
Confidentiality	H	Implementation of the Code of Conduct and confidentiality requirements of the Board.	Always
Volunteer Management	H	Ensure that the recognition and reward program for volunteers is utilised where appropriate.	As required
Ensure the Responsibilities of the Corporations Act are discharged	H	Ensure executive members maintain the Incorporation Act requirements.	Always
	H	Deposit funds in the association's account within a reasonable time. Enter amounts and payments in the association's cash books.	Within 14 days
	H	Be one of the signatories for cheques.	Always
	H	Balance the cash book and financial institution accounts regularly	Monthly
Manage and record the financial position.	H	Utilise the modern financial record systems.	Always
		Manage the financial control/monitoring procedures.	Always
	M	Work in collaboration with the Company's bookkeeper to reconcile records	Monthly
Preparing of annual budget	H	Work with committee and staff to develop a yearly budget.	Prior to start of the year
		Develop a tool for recording and tracking cash in and out.	
Reports	H	Work with executive committee and staff to ensure financial reports are completed. Produce profit and loss statements/statement budget comparisons and cash forecasts. Provide the committee and the executive with a regular evaluation of the position and the information contained within the reports.	Monthly

		Highlight all minor and significant shifts within the financial status.	
Manage the audit process	M	Make recommendations regarding the engagement of the auditor, the extent of the auditor's role,	Yearly
		Be available during the audit process.	Yearly

NAME OF POSITION HOLDER: _____

SIGNATURE OF POSITION HOLDER: _____ **DATE** _____

KEY RISKS

To **the Organisation** is when	• you operate independently (it's the members' money not yours) • you don't report regularly and in a manner that enables the Board to make informed financial decisions • you don't know or implement the tasks of your position within the timeframes allocated • you don't know the legal requirements of the organisation (constitution, leases, rules, or funding obligations) • you work in isolation • you attempt to do everything on your own and you don't delegate • the club is worse off, because of the way you and other members of the team manage decisions • you don't consider the impact your decisions may have on the future existence of the organisation • you don't communicate effectively with the Board • you operate to further your own personal agenda • you are not respectful to other members of the Board, volunteers or members
To **Organisation performance** is when	• you don't recognise that you need help • you don't understand the importance of auditing, reporting and tracking financial performance. • you don't ensure that the administration and management needs are appropriately financed &/or supported. • you don't recognise, reward and support club volunteers, for their contribution
To **YOU** when	• you are set up for failure because the members or your own expectations are too high • you are placed in situations where you are required to make decisions on your own • members refuse to provide the resources required to administer the organisation • you are burnt out - to prevent burn out, ensure your duties are realistic - the club must "spread" & you must "delegate" responsibility… if you do too much and don't delegate you will burn out and it will be difficult to find another volunteer and all your hard work will be lost