



# P&DARCS

Pakenham and District Aircraft Radio Control Society

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## **Pakenham and District Aircraft Radio Control Society (P&DARCS)**

### **Position Description: Treasurer**

**Term:** Elected annually at the AGM

**Reports to:** Club President and Committee

**Reference:** P&DARCS Operational Procedures/Club Constitution and MAAA Procedures

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### **Role Overview**

The Treasurer is responsible for managing the financial affairs of P&DARCS in a transparent, accurate, and accountable manner. This includes overseeing income and expenditure, maintaining financial records, preparing budgets and reports, and ensuring compliance with MAAA financial practices and legal obligations.

This role has Financial Authority, and the Treasurer is authorised to administer the club bank accounts including approval of authorised signatures. The Treasurer is also authorised to redeem Term Deposits in the name of the Club. The Treasurer may incur expenses up to \$200 without prior Committee approval.

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### **Key Responsibilities**

- **Financial Management**
  - Maintain accurate and up-to-date records of all club financial transactions.
  - Receive and bank all monies, issue receipts, and pay all authorised expenses.
  - Manage the club's bank accounts, ensuring appropriate security and access controls.
- **Reporting & Compliance**
  - Prepare and present a monthly financial report to the committee and an annual financial statement at the AGM.
  - Ensure compliance with any MAAA financial guidelines when applicable.
  - If applicable, lodge required returns with Consumer Affairs Victoria and maintain records for audit or review.
- **Budgeting & Planning**
  - Develop and maintain an annual budget in consultation with the committee.
  - Monitor budget performance and alert the committee to any concerns.
  - Provide financial input for club planning, projects, and events.

- **Membership & Fees**

- Oversee the collection of membership fees and coordinate with the Secretary and Registrar to maintain an up-to-date member register.
  - Ensure prompt payment of MAAA and VMAA affiliation fees on behalf of members.
  - Reconcile membership payments with financial records.
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**Skills & Attributes**

- Attention to detail and strong numeracy skills
  - Organised and reliable with sound financial judgement
  - Familiarity with spreadsheets or accounting software
  - Understanding of MAAA financial procedures and insurance requirements
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**Commitment**

- Attend all committee and general meetings
  - Provide accurate, timely financial reports and advice
  - Ensure financial transparency and support the long-term sustainability of the club
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For more information, refer to the [P&DARCS Club Documentation](#) page.