



## McCrae Yacht Club Inc.

Reg. No. A0010322 N

ARN 91 203 580 585

Postal Address: P.O. Box 20, McCrae, Vic. 3638  
690 Point Nepean Road, McCrae, Vic. 3938  
Club House Telephone: (03) 5966 1961

# Business (Accounting) Operations – Position Description

## Overall Roles and Responsibilities

---

The Business (Accounting) Operations role is a support role to the Treasurer allowing for the sharing of the financial management responsibilities

## Responsibilities

---

The specific responsibilities of the Business (Accounting) Operations position include:

- Ensure the accuracy of the data in the accounting systems and it is maintained in a timely manner
- Follow the reasonable direction of the Treasurer
- Assist with preparation of Financial Reports as required

## Reports

---

The position reports to the Treasurer & Business Operations Director

## Authority to Act

---

The General Committee has delegated the following authorities to this position:

- To assist the Treasurer as required.
- Banking of bar & canteen takings

## Appointment Process

---

Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Business (Accounting) Operations

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the names of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors