



# McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938  
690 Point Nepean Road, McCrae, Vic. 3938  
Club House Telephone: (03) 5986 1361

## Position Description – Treasurer & Business Operations Director

### Overall Roles and Responsibilities

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The **Treasurer and Business Operations Director** is responsible for governance and delivery of the all aspects of the Club's financial and membership affairs.

### Responsibilities

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The specific responsibilities of the Treasurer and Business Operations Director include:

- Preparation of an annual budget
- Financial operations and reporting
- Membership management
- Information and Communications Technology

### Reports

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The following positions reports to the Treasurer and Business Operations Director:

- Membership manager
- Accounting operations manager

### Authority to Act

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

- Need to specify financial delegations

### Appointment Process

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This is an elected position by the Directors who are members of the General Committee.