



## Triathlon Western Australia

### **DUTIES OF OFFICERS OF THE BOARD**

*All Officers of the Board are expected to adhere to the Code of Conduct for Members of the Board and to undertake activities as identified in the Expectations of Board Members document. In addition they have specific responsibilities as below.*

#### **1. Vice President**

- 1.1 In the absence of the President to perform those duties required of the President.
- 1.2 To perform such other duties as the President or the Board may require from time to time.

#### **2. Secretary**

- 2.1 To convene and attend and keep a record of all meetings of the Board and Council.
- 2.2 Within five (5) days following a meeting of the Board or Council, to produce and forward the Minutes of such meeting to the members of the Board or Council and to such other persons as the Board may from time to time determine.
- 2.3 To keep such records as the Board may direct be kept.
- 2.4 Recognising that most correspondence from Triathlon WA will be produced by the Executive Officer and staff to conduct such correspondence as the Board may direct the Secretary to undertake.
- 2.5 To fulfil such other duties as may be required by the Board.

#### **3. Treasurer**

- 3.1 To ensure proper procedures are undertaken in respect to the management of Triathlon WA finances.
- 3.2 To prepare and present finance reports to the Board regularly that make clear:
  - 3.2.1 Significant trends;
  - 3.2.2 Data relevant to agreed benchmarks and Board-agreed measures, e.g. financial ratios to be determined by the Board; and
  - 3.2.3 Further Board financial data as determined by the Board from time to time.



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- 3.3 To present a proper set of audited accounts to the Annual General Meeting.
- 3.4 To assist the Executive Officer, as requested, in maintaining proper accounts and records of Triathlon WA finances and in the production and monitoring of budgets.
- 3.5 To chair Committees or Working Parties established by the Board for production and monitoring of the Annual Budget (in this respect see 'Budgeting' below), Internal Audit, Staff remuneration or other Finance oriented purposes.
- 3.6 To be one of the signatories to Triathlon WA payment authorities.
- 3.7 To fulfil such other duties as may be required by the Board.

### *Budgeting*

*Budgeting for any financial year or remaining part thereof shall not deviate materially from the Board's Outcomes priorities, unduly risk the organisation's assets and investments, fail to use information from the recent past budgets or take account of future budget requirements.*

Accordingly, the Treasurer shall not allow budgets to be presented to the Board that:

1. Contain too little written information to enable:
  - 1.1 credible projection of revenues and expenses;
  - 1.2 separation of capital and operational items, and cash flow; and
  - 1.3 disclosure of planning assumptions.
2. Plans expenditure in any fiscal year of more funds than are conservatively projected to be received in that period, unless otherwise specified by the Board.
3. Will result in Board-determined financial ratios not being achieved.
4. Fail to provide for current and future capital requirements and general provisions.
5. Fail to provide for Board-determined expenditure.
6. Do not comply with AASB accounting standards and audit qualifications acceptable to the Board.
7. Do not meet Board-determined timeframes for budget approval.

(Document based on policy document of WA Sports Federation)

Revised March 2007

Last revised April 2008