

GLADSTONE 8-BALL ASSOCIATION INC.

TREASURER POSITION DESCRIPTION

Document type	Position Description
Role	Treasurer
Position type	Management Committee Position
Status	Approved

Purpose of the Role

Manage and oversee the financial affairs of the Association in a transparent, accountable and sustainable manner.

Constitutional & By-Law Authority

- GEBA Constitution 2025: Rules 43 and 44 - Funds, accounts and general financial matters
- GEBA Constitution 2025: Appendix A - Treasurer role description
- 8-Ball By-Laws 2026: Team/Player Registration, Captain's Responsibilities, Prizes & Trophies, Fees and General

Key Responsibilities

- Control Association finances and maintain accurate accounts and financial records.
- Prepare and present projected annual budgets and monthly Treasurer's Reports detailing the Association's current financial position, including comparison against approved budgets and identification of significant variances or discrepancies.
- Prepare annual financial statements and arrange the formal annual audit, review or verification required for the Association.
- Present the annual financial statements and applicable audit/review report at the Annual General Meeting.
- Issue invoices and ensure outstanding fees, debts and other amounts owing to the Association are monitored and followed up appropriately.
- Ensure receipts, deposits, payments, electronic transfers, petty cash and card payments are recorded accurately.
- Ensure weekly trading is completed in a timely manner, including reconciliation of takings, preparation of banking, invoice processing, payment of approved debts/accounts and tracking of amounts owing.
- Ensure expenditure approvals and ratifications comply with the Constitution and Management Committee decisions.
- Work with the Management Committee on budgets, sponsorships, grants, prizes, trophies and event financial planning.
- Support registration and fixture fee processes, including PlayHQ or other systems used by the Association.
- Ensure Association funds and property are used only to promote the Association's objectives and are not distributed to members except as permitted by the Constitution.
- Maintain supporting financial documentation securely and make financial information available for appropriate committee oversight, audit, review or handover.

Role-Specific Responsibilities

- Support fee collection and payment processes for registration, fixtures, trials, events and other Association activities.
- Work with captains, the Registrar and Management Committee where payments affect eligibility or team points.
- Assist with prize, trophy and voucher arrangements approved by the Management Committee.
- Ensure fee and payment practices remain consistent with the Constitution and By-Laws.

Authority & Limitations

- The Treasurer manages day-to-day financial administration but expenditure, commitments and use of Association funds remain subject to the Constitution and properly made Management Committee or member decisions.
- Financial and personal information must be kept confidential and securely maintained.

Governance & Conduct

- Act in the best interests of GEBA, its members and the sport of Eightball.
- Comply with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable Association policies, AEBF/QEBF requirements and lawful Management Committee and member decisions.
- Recognise that an individual office holder does not have independent authority to override the Constitution, By-Laws, Management Committee decisions or member resolutions.
- Maintain confidentiality where required, especially for membership, disciplinary, complaint, financial and personal information.

- Promote safe, inclusive, responsible and sportsman-like conduct, and act impartially when exercising an official or administrative function.

Eligibility & Term of Appointment

- Must be eligible to hold office under the GEBA Constitution 2025 and applicable legislation.
- Must be an adult and must not be ineligible or disqualified from election to the Management Committee.
- A person is ineligible for election if they are already an acting member of another Association's management or general committee, as provided by the GEBA Constitution.
- Must be elected or appointed in accordance with the GEBA Constitution.
- Management Committee members are elected at each Annual General Meeting in accordance with Rule 29A of the Constitution; casual vacancies or Secretary appointments are dealt with under the relevant Constitution provisions.

Expected Commitment

- Attend Management Committee meetings, General Meetings and Annual General Meetings as reasonably required.
- Prepare for meetings and actively participate in Association decision-making.
- Undertake tasks assigned by the Management Committee within the scope of the role.
- Support Association events, fixtures, junior development, representative activities and member engagement where practicable.

Reporting Relationship

Reports to the members of Gladstone 8-Ball Association Inc. and works collaboratively with the Management Committee. The role is accountable through the Constitution, By-Laws and properly made Management Committee and member decisions.

Governing Documents

- GEBA Constitution 2025
- GEBA 8-Ball By-Laws 2026
- GEBA Code of Conduct
- Applicable AEBF/QEBF policies and Tournament Rules where relevant
- Directions and resolutions of the GEBA Management Committee and members, where properly made

Alignment & Approval

If there is any inconsistency between this position description and the GEBA Constitution 2025 or 8-Ball By-Laws 2026, the Constitution and By-Laws prevail to the extent applicable. The By-Laws must be read subject to the Constitution. This position description should be reviewed by the Management Committee and adopted or amended in accordance with the Association's governing documents.

Acceptance of Position Description

I acknowledge that I have read and understood this position description and agree to undertake the responsibilities of the role in accordance with the GEBA Constitution 2025, 8-Ball By-Laws 2026, GEBA Code of Conduct, applicable policies and lawful directions of the Management Committee.

Name: Phiona Lelomber

Signature: P Lelomber

Date: 10.09.2026