



Bicycle Wagga Wagga Inc.

Position Description: Treasurer

Version 1.0
15th January 2026

The objectives of Bicycle Wagga Wagga Inc. are to:

- *promote the enjoyment of cycling for health, friendship, recreation and transport in the community,*
- *promote recognition of cyclists' needs, rights and responsibilities,*
- *promote cycling safety through the education of all road users,*
- *promote improvement of cycling facilities,*
- *increase the number of cyclists,*
- *develop a strong, vibrant organisation.*

Position Overview

The Treasurer is a key member of the Bicycle Wagga Wagga Inc. (BWW) committee, responsible for overseeing the financial affairs of BWW. This role ensures that BWW remains financially healthy, compliant with relevant regulations, and capable of supporting its cycling activities and events.

Key Responsibilities

- **Financial Management:** Maintain accurate records of all income, expenditure, and assets. Prepare budgets in consultation with the committee and monitor ongoing financial performance.
- **Banking and Payments:** Manage BWW's bank accounts, process payments, and deposit funds as required. Ensure all financial transactions are authorised and documented.
- **Reporting:** Provide regular financial reports to the committee, including monthly Treasurer's Reports and an annual Financial Statement. Present financial updates at meetings and the Annual General Meeting (AGM).
- **Compliance:** Ensure BWW complies with all relevant legal and regulatory requirements, including tax obligations and reporting to funding bodies or government agencies.
- **Fundraising and Grants:** Support grant applications and fundraising activities by providing financial information and managing received funds.



- Record Keeping: Maintain transparent and organised records of receipts, invoices, and supporting documentation for all transactions.
- Budget Planning: Assist with planning and managing budgets for events, projects, and ongoing operations.
- Audit and Review: Prepare accounts for independent audit or review as required by BWWs Constitution or the Act.

Skills and Qualifications

- Experience in bookkeeping, accounting, or financial management (voluntary or professional).
- Strong organisational skills and attention to detail.
- Familiarity with basic accounting software or spreadsheets (e.g., Excel).
- Ability to communicate financial information clearly to committee members and stakeholders.
- Integrity and reliability, with a commitment to transparency and ethical financial practices.

Term and Accountability

The Treasurer:-

- is elected by the membership at the Annual General Meeting and serves a term as defined by BWW's constitution;
- shall act in accordance with the BWW constitution, policies & guidelines and is accountable to the committee and the broader membership; and
- is expected to act with integrity and in the best interests of BWW at all times.

Time Commitment

The Treasurer is expected to attend regular committee meetings (usually monthly), provide a Treasurer's Report to & participate in the AGM, and contribute additional hours as needed for budgeting, reporting, and supporting events or grant applications. The role typically requires a commitment of several hours per week, particularly in the lead-up to major events or key reporting deadlines.



Benefits

- Opportunity to contribute to the local cycling community and promote healthy, active lifestyles.
- Develop and enhance financial management skills in a supportive, volunteer-led environment.
- Work collaboratively with a passionate committee and network with other community organisations.

Application Process

Interested candidates should submit a brief cover letter outlining their relevant skills and experience, along with contact details for at least one referee. Applications should be addressed to the Secretary of BWW.