



SYDNEY NORTH WEST ZONE 10 BOWLING ASSOCIATION

PO Box 69 Thornleigh NSW 2120
E-mail: secretary@zone10.org.au
Web Address: www.zone10.org.au

President: Brett Hughes, Mob: 0435 826640 Email: brett@nbcsportsclub.com.au
Secretary: Norm Muir, Mob: 0418 635513, Email: secretaryzone10@gmail.com

Expression of Interest – Treasurer

Vacancy – Zone 10 Treasurer

The Zone 10 Executive is seeking an enthusiastic person who is willing to work in a new Executive team, elected at the 2015 AGM held in February.

This volunteer position is an excellent opportunity for someone with a background in accounting and a strong interest in non-profit organizations and lawn bowls. Ideally, we are seeking a person with a mature attitude and ability to work collaboratively.

Our current Treasurer has agreed to remain in the position to assist in a smooth handover.

APPLICATION PROCESS - interested persons are asked to submit a cover letter as an expression of interest to the email address listed below.

POSITION DESCRIPTION – Zone 10 Bowling Association incorporated under the Association Incorporation Act 1984.

The Executive meets monthly (or as required) to ensure the smooth running of all Zone lawn bowls events throughout the year and to assist affiliated clubs to grow and develop the game of lawn bowls in our region.

The Treasurer's responsibilities are to properly account for the funds of the association. This will include authorising and making accounting entries in the association's MYOB system, presenting a financial report at regular board meetings, preparing for year-end reporting and financial planning/budgeting for long-term sustainability. The Treasurer will present a Treasurers Report at the annual general meeting including a statement, duly audited of the financial position of the Association.

An interest in lawn bowls and some experience with non-profit organizations is ideal - A firm grasp of accounting and bookkeeping principles - Professional accounting qualifications would be considered a major asset and working knowledge of MYOB or other accounting software programs is ideal.

Please send your expression of interest to;

secretaryzone10@gmail.com

By 5pm Friday, 11th March 2016

Please Note – In accord with Clause 12.2 of the constitution of the Association, interested persons from Northmead Bowling Club and Wentworthville Leagues Bowls Club are ineligible for this position. **(No club shall be entitled to hold more than two (2) positions on the Executive at any one time)**