



Direct Accountabilities

Role accountabilities	Provide oversight of the development of the Club’s annual budget, ensuring it is prepared by the General Manager and presented to the Board for approval.
	Oversee the maintenance of the Club’s asset registers (including property and merchandise) and ensure appropriate processes are in place for the purchase and disposal of assets in line with Board direction.
	Monitor the Club’s financial position and cashflow through regular reporting, ensuring any material risks or irregularities are identified and escalated appropriately.
	Oversee and support the General Manager in ensuring timely and accurate financial reporting and documentation is provided for Board meetings, including relevant director reports.
	Oversee that appropriate insurance coverage is in place and regularly reviewed to protect the Club’s fixed and mobile assets.
	Provide oversight of revenue streams and financial performance across key operational areas, including bar, merchandise, and clubhouse activities (via the General Manager).
	Ensure appropriate financial policies (including procurement, expenditure, and delegations of authority) are in place, documented, and adhered to.

Position Description Approval

Name	Signature	Date
President		___/___/___