



Archery Victoria			
Title:	Duty Statement		
Subject:	Chief Financial Officer		
Approved:	10-Mar-16	Replaces:	24-Jul-12
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## **0204. Duty Statement - Chief Financial Officer**

The Chief Financial Officer will manage all fiscal matters of Archery Victoria in compliance with recognised accounting procedures.

The Chief Financial Officer is an elected Board Member and appointed to the position of Chief Financial Officer by the Board in accordance with the Constitution of Archery Victoria (as amended from time to time).

### **1. Duties**

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- 1.1. Receive a copy of the Archery Victoria financials each month from the bookkeeper and provide advice to the Board in relation to the financial health of the organisation.
- 1.2. Make submission to the Board in relation to the annual appointment of the auditor and arrange the annual audit of AV finances.
- 1.3. Ensure adequate records of all financial transactions are kept and maintained.
- 1.4. Ensure sufficient information is available to acquit all grants and loans received by Archery Victoria.
- 1.5. Arrange and manage Loans and Investments for AV as authorised by the Board.
- 1.6. Take responsibility for the development of annual and long term budgets for Archery Victoria.
- 1.7. Foster and assist clubs to maintain and increase membership.
- 1.8. Foster and assist the formation of new clubs.
- 1.9. Act as Board Mentor for member clubs as determined by the AV Board.