



## Role & Responsibilities of the Treasurer

**The Club Treasurer is responsible to:** The Club Management Committee through the Club Chair.

**Role purpose:** To produce accounts and monitor finances to ensure the club remains Solvent.

**Commitment:** The Treasurer would be expected to give 1 – 2 hours per week plus time for various committee meetings.

### Main Tasks:

Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions, and memberships.

Produce a budget for the club committee.

Be responsible for the collection of monies and keep up to date records of accounts including receipts.

Provide regular reports to the committee.

Audit the books annually and produce a report for the AGM with the honorary auditor's report.

Be actively involved in creating and following the Club Development Plan.

Assist the club to fulfil its responsibilities to safeguard children at club level.

Ensure an understanding of the financial responsibilities that apply to the club.

### Skills required

Organised, honest and trustworthy.

Confident about handling figures and money.

Able to keep records.

Knowledge of spreadsheets and / or other financial accounting software and systems.

Knowledge of the club is essential.

Background in financial management is helpful (but not essential)

Confident and effective in communication.

Enthusiastic and able to motivate others.