

## Treasurer Role Description

### Overview of the Role

This is a volunteer role fulfilled by any adult member. Treasurers are elected at the Club's AGM as an "Officer" for a period of one year.

The Treasurer takes responsibility for the day-to-day management of the Club finances and annual budget.

### What the role involves

Responsibilities include:

- Having overall responsibility for financial planning, including an annual budget and monitoring spend/income against this
- Maintaining accurate and up-to-date financial records
- Providing a financial update at each committee meeting
- Maintaining and updating the financial records related to any venue development plans
- Assisting with grants applications when applicable for venue development
- Making recommendations to the committee on cost saving measures
- Being the named signatory alongside the chairperson and secretary on the club's bank account
- Ensuring all membership fees and money due to the club are collected in a timely manner
- Paying all bills in a timely manner and issuing receipts
- Preparing end-of-year accounts to present to the auditors and at the AGM

### Skills and experiences needed for the role

- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Good organisation and communication skills
- Approachable and reliable

### Training and support available

No specific training is required for the role. Support will be provided by the elected Officers and other committee members.

### Commitments

- Attend the various committee meetings, which are typically held from 7-9pm on Thursday evenings every other month, plus the AGM in May.
- Up to one hour per week to maintain the Club's financial records.
- Other commitments include volunteering to help with tasks and at events on a case-by-case basis.

### Further Information

- This role does not require a DBS check