

VOLUNTEER ROLE DESCRIPTION

Introduction

Suffolk Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Suffolk Tennis.

Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Suffolk are also supported by the County but are not voting members. The management of Suffolk Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several sub committees responsible for specific aspects of County Tennis.

The vision and mission of Suffolk Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Suffolk Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

Treasurer Role Description

Overview of the Role

The Treasurer is responsible for the management of finances for the Association.

What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Leading responsibility for financial planning, including preparing an annual budget for approval by Management Committee
- Maintaining accurate and up-to-date financial records
- Monitoring income and expenditure and advising the Committee of significant variance from budget
- Providing a financial update at each committee meeting
- Being the named signatory alongside the chairperson and secretary on the club's bank account
- Collecting income
- Arrange prompt Payment of all bills and issuing invoices / receipts as required
- Preparing end-of-year accounts for approval
- Making recommendations to the committee on potential cost saving measures
- Supporting the efforts to raise additional income through sponsorship and grant funding

Skills and experiences needed for the role

- Good accountancy knowledge and ideally a financial background
- Honesty and integrity
- Knowledge and experience in working with online banking
- Good organisation and communication skills
- Sound knowledge of working with electronic spreadsheets



Training and support available

Before starting in this role, you will receive training from a relevant committee member or LTA advisor who will go through the process with you

Commitments

- Time commitment will vary dependent upon tasks but on average this will be around 4 hours per week
- You will need to attend committee meetings, approximately 8 per annum, and the AGM
- A visible presence representing SLTA at events and tournaments will be necessary occasionally

Further Information

- This role does not require a current DBS check
- References will be required