

Committee Role Description



Role Title: Treasurer

Description: Responsible for producing and managing the club's accounts and finances and reporting to the club chairperson. The role includes responsibility for all income and expenditure of the club.

Duties / Responsibilities:

- To be responsible for all club finances through ensuring adequate accounts and records exist.
- To issue receipts for all transactions.
- To plan the club's annual budget in agreement with the club committee and monitor over the year.
- To ensure that all funds are used appropriately.
- To ensure prompt banking of funds.
- To maintain up to date records of all transactions and records of income and expenditure.
- To prepare end of year accounts and present to the club's auditor, committee and the AGM.

Time Commitment:

- Variable but including attendance at committee meetings (monthly) with additional commitment required for ongoing budget and financial responsibilities throughout the year.

Calendar of events:

- Oct / Nov – Presentation of annual accounts
- Dec - Preparation of annual budget / financial plan