



# Role Outline: Treasurer

<b>RESPONSIBLE TO:</b>	Club Committee
<b>COMMITMENT/DURATION:</b>	Elected position for the membership year
<b>PREVIOUS EXPERIENCE REQUIRED:</b>	Competent in understanding and dealing with financial transactions, monitoring and reporting spend

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## Role Purpose

The Club Treasurer is responsible for the managing the flow of money into the club and for allocating and recording how that money is spent to run the club. This is a vital role in a club as the treasurer works to ensure the club is able to meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income exists.

The treasurer also works in conjunction with the committee in planning the development of the club e.g. creating annual budgets, estimating funds required and projecting membership and income for future years to contribute towards prudent planning of the club's future.

### Typical Responsibilities:

- Manage the club's income and expenditure in accordance with club rules
- Keep up to date financial records
- Produce an end of year financial report
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Propose amendments to membership subscriptions / fees as appropriate
- Deposit cash and cheques that the club receives
- Monitor income from members in relation to kit / races / events and report to lead volunteer in relevant area
- Take responsibility for personal conflicts of interests and declaring, recording and managing these appropriately
- Managing the club's income and expenditure and its assets and liabilities
- Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee
- Arrange handover or succession planning for the position

### Skills and traits

- Ability to understand finances
- Eye for detail
- Organised
- Able to use online banking

### Key Relationships

- Club Committee
- External suppliers

### Time commitment

- 4-5 hours a month, some of which will be ad hoc, ideally with flexibility to check the account several times a week at busy times.