

Treasurer

The role of the Treasurer is an extremely important one, being responsible for the financial supervision of the Club. The Treasurer must regularly report on the Club's financial status to both the Committee and the Club members.

Desirable Attributes:

The Treasurer should be honest/trustworthy and have:

- Good organisational Skills
- Some financial expertise
- Ability to maintain accurate records
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in the management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Present monthly financial reports at committee meetings
- Arrange and despatch invoices for periodical payment
- Issue periodic membership fees
- Keep accurate record of all membership payments
- Be a signatory on club account