

ROLES AND RESPONSIBILITIES

CLUB TREASURER

The Treasurer is responsible for overseeing all financial and monetary matters of the club and its associated activities. They will keep a record of the transactions going in and out of the club and ensure that funds are spent appropriately.

RESPONSIBILITIES

The responsibilities of the Treasurer include but are not limited to:

- Responsible for the management of the club finances in accordance with the decisions of the General Committee.
- Provide a financial perspective on committee decisions to ensure that the financial consequences of any decisions are communicated and understood by committee members.
- Report regularly to the committee on the financial position of the club and make recommendations on financial matters.
- Collect subscriptions and all money due to the club, ensuring all cash and cheques are promptly lodged to club's account(s).
- Authorise the club's payments for processing as one of two signatories.
- Keep up to date records of all financial transactions and ensure funds are spent properly.
- Financial planning including producing an annual budget and monitoring it throughout the year.
- Prepare a report for members at the club AGM summarising the financial performance of the club and identifying key developments for the future.
- Help prepare and submit any statutory documents that are required.