

ROLE: Treasurer

RESPONSIBLE TO: Chairman

PURPOSE: Responsible for producing and managing the club's accounts and finances and be responsible for all income and expenditure for the club

COMMITMENT: 8 - 12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

- To be responsible for all club finances by ensuring adequate accounts and records exist.
- To plan the annual budget in agreement with the club committee and to monitor throughout the year.
- To prepare end-of-year accounts and present for external verification, management committee and AGM.
- To ensure that all funds are used appropriately and banked promptly.
- To maintain up-to-date records of all transactions and records of income and expenditure.

Skills and Qualities

- Have a financial background.
- Have a sound knowledge of club accounts.
- Methodical.
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.

NAME	Claire Stafford		
SIGNED		DATE	