

Treasurer

ROLE DESCRIPTION

The Treasurer is the chief financial management officer of the Club. The Treasurer is responsible for Club financial policies, procedures and controls.

The Treasurer's responsibilities are as follows:

- Prepare a budget and monitor it carefully (See budget template in [Appendix 1](#))
- Keep a proper record of all payments and monies received
- Retain bank statements and cheque stubs
- Give receipts for money received and obtain receipts for money paid out
- Keep and maintain an equipment list and send a copy to the Sports Association when requested (normally together with annual financial statements) (See sample equipment list in [Appendix 2](#))
- Prepare annual financial statements (See template for Statement of Financial Performance in [Appendix 3](#)) and send a copy to the Sports Association by the end of January following the relevant financial year
- Collect membership and other fees due to the Club and disburse monies to pay bills
- Keep and maintain attendance records for training sessions
- Keep the Secretary informed of the status of membership fee payments to enable the Secretary to maintain the members register
- Prepare and submit applications for grants from the Sports Association and other sources
- Attend annual general meetings and Committee meetings
- Effect and maintain insurance policies for the Club and handle claims under policies
- Organise bookings of training venues