Role Description: Treasurer

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 for a capital project like a new facility and projecting membership and income for future years to contribute towards prudent planning of the club's future.

Typical responsbilities:

- 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
- Producing an end of year financial report
- Identifying a suitable individual to independently review the annual accounts, if required, at the discretion of the committee
- Regularly reporting back to the club committee on all financial matters
- Depending on the type of legal structure reporting back to the relevant body as required.
- Efficient payment of invoices and bills
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately