



Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the club which will allow the Committee to provide good governance. The Treasurer is responsible for regularly reporting on the club's financial status to the Committee and to the club members.

The Treasurer should:

- Have some financial expertise
- Have good organisational skills
- Have ability to maintain accurate records
- Be honest and trustworthy
- Be a dedicated club person

Specific responsibilities include but are not limited to:

- Administering all financial matters of the club
- Reporting monthly to the Committee on financial and budget performance
- Presenting and prioritising capital expenditure requirements to the Committee
- Ensuring all taxation commitments are met by the club
- Maintaining accurate records of all income and expenditure
- Providing advice to the Committee in its management of club finances
- Ensuring all managers and General Committee Members do not exceed authority limits for financial expenditure without reference to the full Committee
- Leading the annual budget process and ensure an appropriate budget is provided to the Committee for approval
- Presenting an annual report on the financial performance and position of the club at the Annual General Meeting (Treasurer's Report)
- Supporting any required auditing processes
- Ensuring that all receipts and payments concur with bank deposits and withdrawals
- Receipting all incoming monies
- Being a signatory on club account
- Ensuring membership renewal processes are followed
- Ensuring development and review of financial policies and procedures with Committee endorsement
- Undertaking tasks at the request of the Chair/President or other Committee Members.