



## **Volunteer Role Description**

### **Treasurer**

<b>Name of Volunteer:</b>	
<b>Responsible to:</b>	Club Committee
<b>Start Date:</b>	
<b>End Date:</b>	

**The Club Treasurer, with support from the Vice-Treasurer is responsible for the financial management of the Club.**

#### **Main Duties:**

- **Work with the Club Committee to set and review the Club's financial management plan as required.**
- **Manage the Club's income and expenditure in accordance with Club rules.**
- **Ensure efficient payment of invoices and bills.**
- **Ensure appropriate monitoring for player payments to the Club.**
- **Take responsibility for Club banking, including the deposit of cash and cheques that the Club receives.**
- **Maintain up to date and accurate financial records.**
- **Report regularly to the Club Committee on all financial matters.**
- **Advise the Club Committee on Club finance matters, including proposals relating to Club Subscriptions.**
- **Produce an Annual Financial Report and present to the Club Committee.**
- **Encourage Players, their families and Club Volunteers to conduct themselves in a professional manner and always represent the Club values.**
- **Ensure Players, their families and Club Volunteers do not bring the sport or the Club into disrepute.**