

# TREASURER

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.



## Duties

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Supervise and provide support to administration staff in the performance of tasks relating to the club's finances including:
  - Receipt of all incoming monies
  - Banking of monies received
  - Payment of accounts
  - Records maintenance of all income and expenditure
  - Reconciliation of bank deposits and withdrawals
  - Issue of invoices and collection activities
- Monthly financial reports – present at monthly committee meetings
- Be a signatory on club account

The treasurer role is one that requires some specific experience and skills. Ideally, the treasurer should have some financial management experience, good organisational and record keeping skills and computer skills in order to meet the requirements of the role.