**Role outline: Treasurer**

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| **NAME OF CLUB:** | CLUB NAME |
| **ROLE:** | treasurer |
| **RESPONSIBLE TO:** | NORMALLY CLUB COMMITTEE |
| **NAME OF VOLUNTEER** | NAME |
| **START DATE:** DATE | **END DATE:** DATE |

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| * Managing the Club’s income and expenditure in accordance with club rules |
| * Producing an end of year financial report |
| * Regularly reporting back to the club committee on all financial matters |
| * Efficient payment of invoices and bills |
| * Proposing amendments to annual and weekly subscriptions as appropriate |
| * Depositing cash and cheques that the club receives |
| * Keeping up to date financial records |
| * Arranging handover or succession planning for the position |