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