

## Roles & responsibilities

### Club Treasurer

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Treasurer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

**ROLE TITLE:** Treasurer

**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:** Well organised  
Able to keep records  
Confident about handling figures and money  
Honest  
Prepared to make a regular time commitment

**MAIN DUTIES:** Responsible for the club finances  
Deal efficiently and effectively with all invoices and bills  
Keep up to date records of all the financial transactions  
Ensure that funds are spent properly  
Issue receipts and record all money received  
Attend committee meetings and present the budget report  
Prepare the end of year accounts to present to the auditors  
In agreement with the committee plan the annual budget  
Monitor the budget throughout the year.

**TIME COMMITMENT:** .....

### **SIGNATURES:**

Treasurer .....

Date .....

Chair Person .....

Date .....