The Treasurer is the chief financial management officer for the ............................................ Club.

## 

## **Responsible To**

The Treasurer is directly responsible to the President of .................................. Club and members of ............................................. Club.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

## **Responsibilities and Duties**

The Treasurer should:

* Attend all General Meetings of the Club and all Committee meetings
* Keep a proper record of all payments and monies received.
* Submit to members of the Club at the Annual General Meeting a duly audited statement of the financial affairs of the Club
* Give Treasurer’s report at committee meetings and when required, and make sure the report is understood.
* Send out accounts.
* To receive all moneys due to the Club and to place the same to the credit of the Club’s bank account
* To sign all cheques for disbursements in conjunction with the other Club member appointed for that purpose.
* Show evidence that money received is banked and documentation provided for all money paid out.
* Produce an annual financial report.
* Ensure that information for an audit is prepared each year and arrange the audit.

## **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

* Well organised.
* Able to allocate regular time periods to maintain the books.
* Able to keep good records.
* Able to work in a logical orderly manner.
* Aware of information which needs to be kept for the annual audit.

**Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer of ...................................... is .................................. hours per week.

The Treasurer is appointed for a .................. period.