



Quick guide to committee roles: TREASURER

NAME OF CLUB:

CLUB NAME

ROLE:

TREASURER

RESPONSIBLE TO:

NORMALLY CLUB COMMITTEE

NAME OF VOLUNTEER:

NAME

START DATE:

00/00/00

END DATE:

00/00/00

Roles and responsibilities

- 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 with financial records.
- Arranging handover or succession planning for the position. Encourage players to conduct themselves in a professional manner and represent the club with pride at all times.