



# 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 income and expenditure of the club 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 post.
- Encourage players to conduct themselves in a professional manner and represent the club with pride at all times.