

COULD YOU BE A TREASURER?

Key Responsibilities

- Manage the club/league's finances
- Attend committee meetings to report on the financial position
- Prepare an annual report for the AGM
- To raise cheques as required
- Bank all money collected
- Record and monitor all transactions and keep records
- Act as a signatory on cheques

Responsible to:

Club or League Committee

Key Relationships:

Club or League Committee

Time Needed:

2 hour+ per week depending on the size of the club or league (with peak times such as the start of the season)

Skills Required:

Communication, organisation, financial experience

For more information, contact ian.skinner@northumberlandfa.com (male youth)
nicola.hepworth@northumberlandfa.com (female clubs)
or james.docherty@northumberlandfa.com (adult male)
alternatively call 0191 2700 700