Role Outline: Treasurer

 **NAME OF CLUB:** Club Name

**ROLE:** Treasurer

**RESPONSIBLE TO:** Normally the Club Committee

**NAME OF VOLUNTEER:** Name

**START DATE:** XX/XX/XX **END DATE:** XX/XX/XX

Typical Responsibilities

* Managing the club’s income and expenditure in accordance with club rules
* Producing an end of year financial report
* Identifying a suitable individual to independently review the annual accounts
* 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 financial records
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

*These are example responsibilities – please adapt this template to suit your club’s needs.*