

**CLUB TREASURER ROLE DESCRIPTION**

**NAME OF CLUB:**  Club name

**ROLE:**  Treasurer

**RESPONSIBLE TO:**  Club Committee



**DESCRIPTION**
To manage (insert club name) Volleyball Club finances and maintain accurate financial records

**SKILLS/QUALITIES REQUIRED:**

* Must be honest and reliable
* Experience of producing accounts and budgets is desirable
* Access to a computer is advantageous and a working knowledge of spreadsheets and/or similar systems desirable
* Must be numerate

**MAIN DUTIES**

* Responsible for all club finances
* To produce an annual budget and monitor expenditure
* Be responsible for payment of any monies to and from the club; providing receipts and keeping an up-to-date record of transactions
* To produce an end of year financial report for the AGM
* Regular report to the club committee on the financial position of the club

**COMMITMENT**

* Attend AGM and have ongoing responsibility for club accounts
* Approx. xx hours per week/month

***Amend any responsibilities which are not relevant to your club***