



## **Job Title - Treasurer**

### **Responsible to - Executive Committee**

**Purpose - Ensure that the Clubs' finances are organised and managed effectively including forward planning/budgeting to assist in setting membership fees.**

### **Duties and Responsibilities**

- Abide and promote all Club policies.
- To attend committee meetings and provide financial updates, in advance if unable to attend.
- At first meeting provide a yearly budget forecast for the Club.
- Provide sound financial record keeping for the Club.
- To respond to all financial enquiries etc. as appropriate.
- To maintain profit/ loss and cash flow statements for the Club.
- To maintain records of yearly invoices received by the Club.
- To deal with monies collected by the Meet secretary in regards to special events/competitions.
- To arrange payment from the Club for transport, accommodation, pool hire and other aspects of trips.
- To contribute to the Clubs' general development.
- To arrange for the Clubs' accounts to be audited annually.
- To produce summary financial accounts for the Clubs' AGM.
- Plan the annual membership fee in agreement with the committee.
- Ensure that funds are spent properly in conjunction with Executive Committee.
- To ensure committee members have facilities to deposit funds to Bank A/C if required.
- OSCAR to be representative to external agencies where financial management issues are being dealt with.
- Attend fundraising events.

NB this is not an exhaustive list and can be adapted by the Club.

*Updated: November 2016 AGB*