

Treasurer Role Description

This document has been prepared to provide an indication of the roles and responsibilities of the Treasurer at Winchester Running Club. The Club Treasurer is responsible for managing the flow of money into the club and for allocating and recording how that money is spent to run the club. They ensure the club is able to meet its day-to-day expenses and prompts the need for increased club fundraising where a shortfall in income existing.

The Treasurer will also work in conjunction with the Committee in planning the development of the club e.g. creating annual budgets, estimating funds required and income for future years to contribute towards prudent planning of the club's future.

What you can expect to do:

- Managing the club's income and expenditure and its assets and liabilities.
- Maintain bank account(s) in the name of the Club in accordance with mandate ratified by the Committee.
- 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.
- Depending on the type of legal structure reporting back to the relevant body as required.
- 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.