

Role Description – Club Treasurer – Grampian Orienteers

This is a voluntary role.

Responsible to: Club President/Chairman, club membership

The main role of the Club Treasurer is to manage the club's finances.

Specific tasks include:

- ensure the club's finances are properly managed and recorded
- deal efficiently with all financial matters, paying bills and raising invoices as required
- handle and bank incoming cash, issuing receipts as required
- with Club Secretary, ensure that affiliation etc. forms and payments are completed and submitted on time
- working with Events Co-ordinator, ensure event levies are paid promptly
- supply regular financial reports and attend Club Committee meetings
- compile end of year accounts for auditor and for approval at AGM
- ensure bank account is operated in accordance with the Club Constitution
- assist individual event organisers with budgeting for events
- assist with applications for funding
- keep complete financial records

Duration/frequency:

- the club Treasurer is usually in post for a number of years
- committee meetings are generally held once every 2 months

Knowledge/skills/attributes required:

- well organised
- honest and reliable
- confident and capable when dealing with figures and handling money

This is NOT "Regulated Work" under the terms of the Protection of Vulnerable Groups legislation and therefore does not require the post-holder to be a PVG Scheme member. However, the Club might obtain a Disclosure to confirm the post-holder's suitability to the role.

The Treasurer might also take on other club roles, for which separate role descriptions are available.

Helen Anderson CPO, 1.1.17, review by 1.1.20