**Treasurer**

|  |  |
| --- | --- |
| **Last reviewed on:** [insert date] | **Next review date:** [insert date] |
| **Reviewed by:** [insert title of person] | **Approved by:** [insert title of person] |

The Treasurer is the chief financial management officer for the [insert club name] club/group. They oversee all of the finances of the club and may chair the Finance Committee.

## **Responsible To:** The Treasurer is directly responsible to the President of [insert club name] and the other committee members.

## **Responsibilities and Duties**

* Adhere to the mission, vision, and values of the club
* Be fully informed about the club’s financial position at all times
* Prepare a budget and monitor it carefully
* Keep the club’s books up-to-date, including a record of all payments and monies received, including issuing receipts
* Give Treasurer’s report at regular meetings when required, and make sure financial reports are available and understood at all committee meetings
* Show evidence that money received is banked and documentation provided for all money paid out
* Ensure that information for an audit is prepared each year and produce an annual financial report
* Send out accounts, pay bills, arrange financial audits, and manage petty cash
* Invoice club members, as appropriate (e.g. Annual dues, uniform, equipment)

## **Knowledge and Skills Required**

* Well organised
* Able to allocate regular time periods to maintain the books
* Able to keep good records
* Able to work in a logical, orderly manner
* Knowledge of annual audit requirements.

**Time Commitment**

The estimated time commitment required as the Treasurer of [insert club name] is [insert approximate hours] hours per week. The Treasurer is appointed for a [insert length of term] term.

I have read and agree to the above position description.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_