



CLUB TREASURER

Role

To produce and manage club accounts and monitor finances

Main Duties

- Maintain club financial system to ensure prompt and accurate collection of income and payment of bills
- Ensure that members meet their financial commitments to the club by reconciling payment information with membership data in liaison with the Membership Secretary
- Report on the financial situation at each committee meeting
- To draw-up annual financial statements and arrange for their annual audit prior to presentation at the AGM
- Advise the committee on the financial consequences of decisions and to arrange for the provision of financial information to guide those decisions
- Liaise with the Membership Secretary to recommend to the committee an appropriate level of membership and training fees given foreseen commitments
- Advise the committee on opportunities for financial support and sponsorship and supply the necessary information to support applications
- Manage access to club funds as required
- Liaise with Head Coach, Chairperson and leisure centres to facilitate booking/cancellation of pool bookings as required

Please see the club website for links to resources to help you carry out your role.

All volunteers are expected to uphold club policies, especially the child protection policy

