



Role & Responsibilities of the **Treasurer**

Role:	Treasurer
Responsible to:	Club committee through the chairperson
Role purpose:	To produce accounts and monitor finances to ensure the club remains solvent
Commitment:	1 – 2 hours per week plus committee meetings

Main Tasks:

- Ensure efficient financial running of the club and take full responsibility for the club finances including invoices, bills, payments, subscriptions and memberships
- Produce a budget for the club
- Be responsible for the collection of monies and keep up to date records of accounts including receipts
- Provide regular reports to the club committee
- Audit the books annually and produce a report for the AGM with the honorary auditors report

Skills required?

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money
- Similar experience in accounts is desirable
- Knowledge of spreadsheets

Resources to assist in role:

- Running**sports** top tips 'Awards for All'
- Running**sports** guide 'Fund-raising, Grants and Sponsorship'; 'Taxation and Sport'; 'The Role of the Treasurer'
- Running**sports** workshop 'How to Get Tax Breaks for Your Club'
- Specific training course for treasurers