



Position Club Treasurer

Review Date: 21st October 2016

Roles and Responsibilities Summary

The Treasurer manages all aspects of the bank account, including making all payments, receiving and depositing all income, keeping the mandate up to date and monthly reconciliation of the bank statement.

The Treasurer maintains the club spreadsheets detailing all income and outgoings. Copies of the spreadsheet and a summary sheet should be presented to the members at the AGM.

At the AGM, in conjunction with the other committee members, they will propose a suitable subscription level for the following year.

The Treasurer alongside the membership secretary is responsible for the collection of the annual subscription fees.