

Hastings District Canoe Club

Role and Responsibility of the Club Treasurer

Role; Club Treasurer

Responsible to: Club committee through the Chairperson

Role purpose: To produce accounts and monitor finances to ensure the club remains solvent

Commitment: 2-4 hrs a week

Main Tasks

- ❖ Ensure efficient financial running of the club
- ❖ Take full responsibility of the club finances, including invoices, bills and payments
- ❖ Collect all monies from the membership officer, and keep up to date accounts including receipts
- ❖ Produce a budget for the club
- ❖ Provide regular reports to the club committee
- ❖ Audit the books annually and produce a report for the AGM with the honary auditors report
- ❖ Help with general smooth running of the club

Skills Required

- Organised, honest and trustworthy
- Able to keep records
- Confident about handling figures and money
- Knowledge of spreadsheets
- Enthusiastic and able to motivate others.