



Role Outline: Treasurer

NAME OF CLUB:	Brush Bowls Club
ROLE:	Treasurer
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

Managing the Club's income and expenditure in accordance with Club rules.

Typical Responsibilities

- Submits a monthly P & L to the Management Committee and an annual financial report to the AGM
- Efficient payment of invoices and bills. Depositing cash and cheques that the club receives
- Proposing amendments to annual and weekly subscriptions as appropriate
- Keeping up to date financial records
- Manages the subscriptions of playing and social members
- Work closely with the 'Sponsorship & Fundraising Officer' to source funding and support
- Facilitates audit of Club accounts before every AGM
- Providing a monthly report to the Management Committee
- Arranging handover or succession planning for the position