

Isle of Wight County Table Tennis Association

Role & Responsibilities – Treasurer

Role:	To organise the club's finances in accordance with the club constitution and committee decisions.
Status:	Volunteer
Elected at:	IWCTTA Annual General Meeting
Responsible to:	IWCTTA membership
Reports to:	IWCTTA Management Committee
Approximate time commitment:	Between two and four hours per week
Useful skills and experience:	Experience of keeping accounts, book keeping and reporting financial information.
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

Responsibilities

- Keep up-to-date records of all Club financial transactions.
- Prepare a year-end statement of accounts for audit and presentation at the club Annual General Meeting.
- Present interim financial information to committee meetings.
- Produce and present an annual budget for consideration by the committee
- Establish procedures to ensure prompt receipt/payment of all monies owing/due.
- Ensure an attendance register is prepared and all subscriptions collected for each session.
- In conjunction with the Chairman and the Secretary ensure that official club records (constitution, annual accounts, club events, achievements, meetings, volunteer forms etc) are available for inspection.
- In conjunction with the Secretary maintain a database of members.
- In conjunction with the Secretary issue new members with a club Welcome Pack.
- Agree to and act on Club's Equity and Child Protection policies.
- Agree to the Club's Rules and Codes of Conduct.
- Ensure that all cash and cheques are promptly deposited/paid in the appropriate bank account.
- Arrange for the statement of accounts to be prepared and audited.
- Monitor income and expenditure in relation to the agreed annual budget and cash flow forecasts.
- Help to prepare and submit any statutory documents that are required (e.g. grant aid reports).

- Supervise any club fund-raising sub-committees to suggest methods of fund-raising.
- Supervise the maintenance of a data base of club members.
- Declare any self-interests to the Management Committee where payments/finances are involved.


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Chairman

19/6/17
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Date

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Revision