

**Title:** Club Treasurer

**Outline:** To assist the Chairman in the effective financial administration of the Club.

**Responsible for:** The provision of sound and effective financial administrative support and information to the Club

**Responsible to:** Chairman and Committee

**Main Contacts:** Members of the committee.

“General” Main Tasks	“Specific” Tasks Agreed with the Committee
<ul style="list-style-type: none"> <li>• Act as Treasurer to the Club</li> </ul>	
<ul style="list-style-type: none"> <li>• Work closely with the Club Chairman</li> </ul>	
<ul style="list-style-type: none"> <li>• Set the Annual Budget for the Club</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide sound administration in respect of the obligations including: insurance, fundraising and maintenance/replacement of equipment.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ensure completion and scrutiny or audit as appropriate of the Club Accounts</li> </ul>	
<ul style="list-style-type: none"> <li>• Receive all monies on behalf of the Club, to keep account of all funds and payout on the authorisation of the Committee</li> </ul>	
<ul style="list-style-type: none"> <li>• Receive individual Archery GB subscription fees and forward them to CAA/ Archery GB</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide information and documents as appropriate, to the Club secretary to keep the Club asset register up to date.</li> </ul>	
<ul style="list-style-type: none"> <li>• Be a full and active member of the Committee.</li> </ul>	