The Treasurer will be responsible for the collection of all monies including subscriptions and shall keep such books of account as required by the General Meeting. The Treasurer shall produce at the A.G.M. financial statements of The Club’s funds. The Treasurer must make the Executive Committee aware of any existing or potential financial or cash flow problems.

**Areas of Responsibility**

**Responsible to:**

* + The Club Executive Committee through the chairperson

**Purpose:**

* To produce accounts and monitor finances to ensure The Club, centre or committee remains solvent

**Commitment:**

* 1 – 2 hours per week plus committee meetings

**Main tasks:**

* Ensure efficient financial running of the organisation and take full responsibility for the finances including invoices, bills, payments, subscriptions and memberships
* Produce a budget for The Club, centre or committee
* Be responsible for the collection of monies and keep up to date records of accounts including receipts
* Provide regular reports to the committee
* Audit the books annually and produce a report for the AGM with the honorary auditors report

**The Person**

* Knowledge of The Club and committee is essential
* Organised, honest and trustworthy
* Able to keep records
* Confident about handling figures and money
* Similar experience in accounts is desirable
* Knowledge of spreadsheets