

# Role Descriptor: Treasurer

## Role Purpose

To act as the lead in administering and managing the clubs accounts and finances.

## Roles & Responsibilities

1. Work with the Club Captain to coordinate the club Affiliation Form and contribute towards the Budget Plan
2. Attend all committee meetings and club AGM
3. Manage the club budget which must be through the Strathclyde Sports Union bank account only. No external accounts may be used for club business
4. Collecting subscriptions and all money due to the organisation (affiliation etc.)
5. Be responsible for tracking all income and expenditure on behalf of the club
6. Follow financial procedures in administrating payment requests and invoices, keeping a record of all receipts/proof of payment for auditing purposes
7. Ensure that any handling of cash is done in a trustworthy manner with full records kept
8. Liaise with Strathclyde Sports Union office on any matters of finance
9. Make sure that other members of the club are aware of financial regulations and their responsibilities
10. Ensure that external agencies used by the club send correct invoices if they need to be paid
11. Be responsible for filling out grant applications and submitting them to the Strathclyde Sports Union Office for review of the finance committee on a timely manner (the finance committee convene on the last Tuesday of every month)
12. Affiliating the club to any relevant organisations such as Governing Body/BUCS/SSS and working with the Secretary to register players

## Personal Specification

The treasurer will ideally be:

- Good with figures
- Able to maintain accurate records
- Honest
- Reliable
- Organised
- A good communicator