

**Role outline: Treasurer**

| **NAME OF CLUB:** | Ribble Valley |
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| **ROLE:** | Treasurer |
| **RESPONSIBLE TO:** | Club Committee |
| **NAME OF VOLUNTEER** | Katch McCormack & Louise Sadler |
| **START DATE: Sept 2021** | **END DATE: Aug 2022** |
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| * Managing the Club’s income and expenditure in accordance with club rules |
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| * Producing an end of year financial report |
| * Regularly reporting back to the club committee on all financial matters |
| * Efficient payment of invoices and bills |
| * Proposing amendments to annual and weekly subscriptions as appropriate |
| * Depositing cash and cheques that the club receives |
| * Keeping up to date financial records |
| * Arranging handover or succession planning for the position |