



## **Club Treasurer**

The Treasurer is the chief financial management officer for the \_\_\_\_\_ RUFC.

The Treasurer is directly responsible to the President and members of the club.

The Treasurer should also be the chair of the Finance Committee of the club (if one exists).

### *Responsibilities and Duties*

The Treasurer shall:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills
- any other duties or responsibilities imposed by the Club's Constitution or requested by the Club's Management Committee.

### *Knowledge and Skills Required*

Ideally the Treasurer should be:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records and manage financial records either manually or by computer
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.

### *Estimated Time Commitment Required*

The estimated time commitment required as the Treasurer is \_\_\_\_\_ hours per week during the season and \_\_\_\_\_ hours out of season.

The Treasurer is appointed for a 12 month term elected annually at the AGM (unless stated otherwise in the Club's constitution).