

**Role outline:** Treasurer

**NAME OF CLUB:** TAMESIDE NETBALL CLUB

**ROLE:** TREASURER

**RESPONSIBLE TO:** CLUB COMMITTEE

**NAME OF VOLUNTEER:** LAURA CHISNALL

**START DATE:** 1 SEPTEMBER 2022

**END DATE:** 31 AUGUST 2023

Main duties:

* manage the club’s income and expenditure in accordance with club rules;
* produce an end of year financial report/accounts;
* regularly report back to the club committee on all financial matters;
* efficient payment of invoices and bills;
* propose amendments to annual and weekly subscriptions as appropriate;
* deposit cash and cheques that the club receives;
* keep up to date financial records; and
* arrange handover or succession planning for the position.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..