TREASURER

JOB DESCRIPTION

(SAMPLE ONLY)

The Treasurer is the chief financial management officer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club.

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

**Responsibilities and Duties**

The Treasurer should:

* 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/review is prepared each year (if required)
* Arrange the audit/review (if required)
* Give Treasurer’s report at regular meetings and when required
* Produce an annual financial report
* Send out accounts
* Pay the bills

**Knowledge and Skills Required**

Ideally the President/Chairperson is someone who:

* Is well organised
* Able to allocate regular time periods to maintain the books
* Able to keep good records
* Able to work in a logical orderly manner
* Aware of information, which needs to be kept for an annual audit/review

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required of the Treasurer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Treasurer is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_term.