**Role outline: Treasurer**

**NAME OF CLUB: TAMESIDE NETBALL CLUB**

**ROLE: TREASURER**

**RESPONSIBLE TO: CLUB COMMITTEE**

**NAME OF VOLUNTEER: LAURA CHISNALL**

**START DATE: 1 SEPTEMBER 2020 END DATE 31 AUGUST 2021**

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 ………………………………………………………………………..