**Volunteer Role Description**



**Treasurer**

**Treasurer Main role:**

 To ensure that a financial management system and reporting system is put in place

and operable so the club committee has an accurate understanding of the financial

status of the club at all times.

**Tasks involved:**

 Prepare budget to reflect income and expenditure of the club for the clubs Annual General Meeting.

 Pay invoices in a timely manner and prioritise payment of accounts.

 Maintain appropriate accounts of all income and expenditure.

 All monies received to be handed to the Treasurer where a receipt will be issued and, as soon as possible, money to be deposited into Clubs Bank account.

The Treasurer must maintain:

 Members’ subscription records

 Records of all members which includes contact details, membership type and date club fees paid.

 Cash receipts and payments record — Cash receipts are a summary listing of all money received — Cash payments are a summary of all cheque book and cash payments made.

**Accountability:**

 The treasurer is accountable to all the members of the club committee

 Ensure all taxation commitments are met by the Club

**Support and training:**

 The Northern Ireland Judo Federation Volunteer Co-ordinator will be available to

provide support to all volunteers. This can be on a formal or informal basis as required.

**Expenses and equipment:**

 This is a voluntary post and therefore no payment will be received, on occasion

mileage may be provided if the volunteer is asked to travel further afield.

 The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may

be covered.

**Vetting:**

As Treasurer you are more than likely not to have access to children/young people or vulnerable adults within the club as part of your role and therefore an Access NI / DBS check (enhanced ) will not be required. If you are involved in a coaching role this may change, please check with your club.