Dorsets Ultimate Canoe Kayak Squad

DUCKS

Role Outline:

Treasurer

The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through a specific and separate club bank account.

Responsible to: Chairman **Responsible for:** (as appropriate)

Main Duties	Skills Required
• Managing all income and expenditure, including banking arrangements • Managing legal requirements such as taxation and charitable status • Reports regularly to the committee/chairperson on the club's financial status • Prepares /presents audited financial year end report to AGM • Financial planning, budgeting and monitoring throughout the year	• Good accountancy knowledge • Great organisation skills • Good administrative/IT skills • Communication skills • Attention to detail • Ability to handle money and cheques carefully • Confidence with numbers

The Commitment we are looking for

Meetings are held at a location suitable for the committee. The AGM is held in April each year. The term of office is 1 year starting on 30th April. Financial information/reports are required from you *at every committee meeting and AGM.* You will need your own IT equipment.

Our Commitment to you

We pay your expenses in accordance with our expense policy. Where possible, mentoring and/or training is made available. We will provide you with historic data and the files.

Other Resources Available

The Running Sports website (www.runningsports.org) has useful resources including Quick Guides "The Role of the Treasurer" and "Taxation and Sport".