

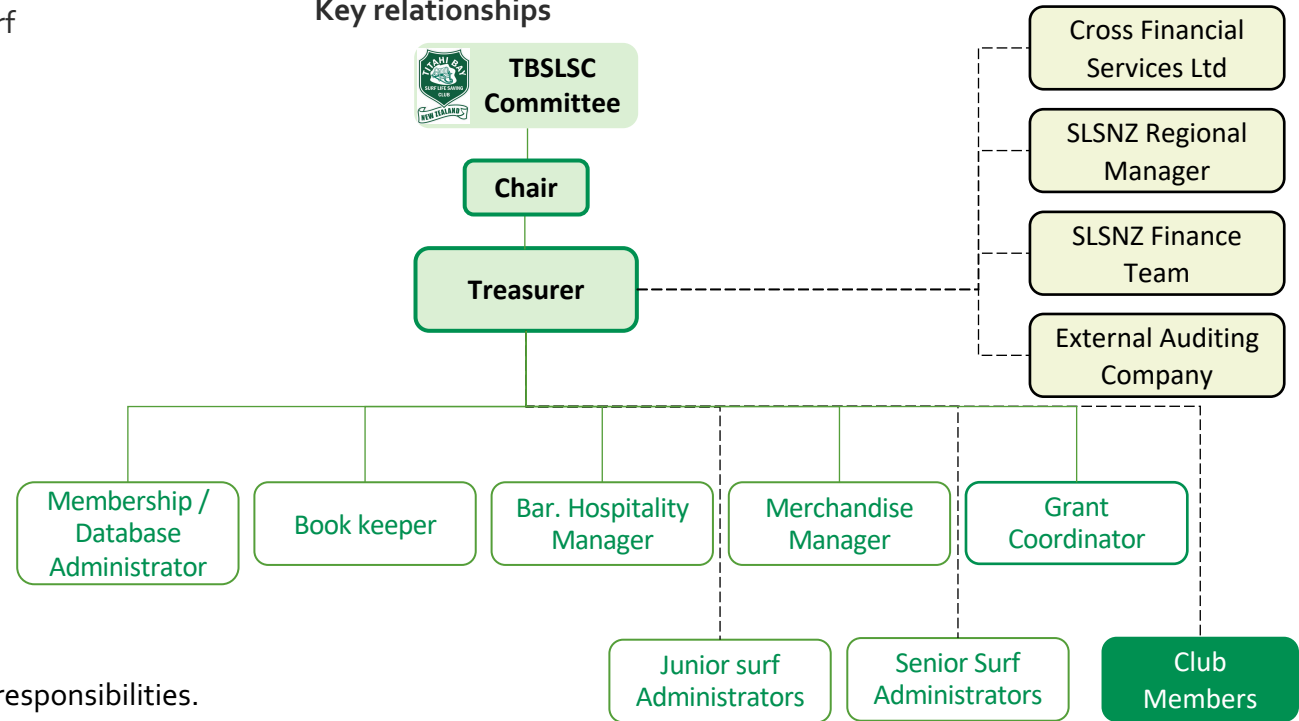
Role Description for: Club Treasurer

Nominated by the members of Titahi Bay Surf Life Saving Club (TBSLSC) to represent their best interests on the committee and uphold the club vision, mission, and values you will support the chairperson in championing the code of conduct. The Treasurer is responsible for ensuring that effective financial systems and procedures have been established, are being consistently followed and are in line with best practice and legal requirements. The Club Treasurer is a member of the Club Executive.

Qualifications and Skills

- Can communicate effectively.
- Have great inter-personal skills.
- Can be impartial and fair.
- Has good understanding of their role and responsibilities.
- Has knowledge of the operating environment.
- Experience of financial control and budgeting.
- Experience of fundraising schemes.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Ability to keep accurate records
- Honesty and integrity
- Attention to detail
- Business acumen
- Active in the club.

Key relationships



Key

- Committee role
- Role within supporting structure
- Club Members
- External Stakeholders

— Reporting line
 --- Indicates a relationship

Role Description for: **Club Treasurer**



Responsibilities and Duties

General Responsibilities

- Leads and role models a safe and healthy culture that brings all members together to support the development of lifeguards, future lifeguards, athletes, and the provision of lifeguard services.
- Contribute to the Club's Annual Calendar.
- Report any risks or incidents to the Chair
- Inform Lifesaving Co-ordinator of new members that require lifeguard training. Refer potential new members to appropriate coordinator.

General financial oversight

- Oversee and present budgets, accounts and financial statements to the management committee.
- Ensure that appropriate financial systems and controls are in place.
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies.
- Ensure compliance with relevant legislation. e.g., Charity legislation.
- Ensure that there is connection between the club's stated aims and vision and the club's spending
- Oversee all aspects of TBSLSC's 'business' that involves the receiving or payment of finances. i.e.: merchandise, bar, fundraising events, sponsorship, purchasing equipment, gear and clubhouse maintenance, etc..

Financial reporting

- Present regular reports on TBSLSC's financial position to the management committee.
- Prepare accounts for end of year reporting, as required by Charities Commission
- Present accounts at the annual general meeting (AGM).
- Advise on the TBSLSC's reserves and investment policy.
- Liaise with TBSLSC's accountant

Financial planning and budgeting

- Prepare and present budgets for new or ongoing work.
- Advise on financial implications of strategic and operational plans.
- Present revised financial forecasts based on actual spend.

Funding, fundraising and sales

- Advise on the TBSLSC's fundraising strategy.
- Ensure use of funds complies with conditions set by funding bodies.
- Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls.
- Ensure effective monitoring and reporting.
- Assist with preparation of Funding/Sponsorship Applications
- Ensure that there is no conflict between any investment held and the aims and objects of the charity.

Grants

- Prepares club grants and ensures grants are closed off in a timely manner. This can be delegated to a Grants Coordinator.

Banking, book-keeping and record-keeping

- Manage TBSLSC's bank accounts and investments
- Set up and maintain appropriate systems for book-keeping, payments, deposits & petty cash
- Ensure everyone handling money keeps proper records and documentation

Control of fixed assets and stock

- Ensure proper records are kept
- Ensure required insurances are in place.

Other

- To chair the finance sub-committee, if required
- To be a member of TBSLSC's Club Executive
- To sit on complaints panels, as required
- To undertake any other activities as requested by the Club Committee.
- Liaise with financial auditor when required.