**THE CLUB TREASURER: Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee

**NAME OF VOLUNTEER:** XXX

**START DATE**: XX/XX/XX **END DATE:** XX/XX/XX

**Typical Responsibilities:**

* Manage the Club’s income and expenditure
* Maintain and monitor the Club’s bank and PayPal (or equivalent) accounts
* Review, authorise and arrange payment of invoices, bills and expenses claims received by the Club
* Deposit cash and cheques that the Club receives
* Attend monthly Committee meetings.
* On a monthly basis, produce a short financial report for the Club Management Committee
* Produce an end-of-year audited financial report for the AGM

Average commitment 3 hrs per month (plus attending social events)