**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 or quarterly basis, produce a short financial report for the Club Management Committee
* Produce an end-of-year audited financial report for the AGM
* In conjunction with Membership secretary assist with overseeing and accounting for the annual membership and EA payments. Run reports of payments from the PayPal account for the membership team. Transfer and account for payments in the PayPal account to the main Barclays account
* Arrangement for deposits and payments for club events. Provide reports of payments made by members to social secretary.
* Issue any refunds as required.
* Ensure deposits made to TDC for races are refunded after the event
* Development of relationships with suppliers, venue hire companies, contractors by ensuring prompt payment of accounts.
* Provide an annual budget for the committee to approve
* Monitor and allocate payments made from Run Britain to the relevant race
* In conjunction with the Race director monitor costs and income received for races

Average commitment 7 - 10 hrs per month

**Best bits of the role?**

Working with the committee to ensure the club finances are stable and best support the club activities. This includes deciding what and how much the club can support in terms of charitable donations, celebrations and subsidies to help all members, but particularly the juniors, access training and social events.