

# Stowmarket Striders Running Club

## Volunteer Job Description



### Treasurer

Purpose and tasks:	To record, control and efficiently manage the finances of the club.
	Tasks include: <ul style="list-style-type: none"><li>▪ Record all financial transactions of the club.</li><li>▪ Maintain club financial information on the appropriate medium, to be made available upon member request (<i>as per the club rules</i>).</li><li>▪ Control bank balances to ensure club finances are attracting the best return.</li><li>▪ Report on the income and expenditure of each event, and current balances to the committee.</li><li>▪ Bring the cheque book to training nights and events to raise payments and refund volunteers.</li><li>▪ Pay in cheques received.</li><li>▪ Produce annual accounts and report on the club finances at the annual general meeting to the membership and recommend membership fees for the year.</li></ul>
Responsible to:	The Chairman.
Competences/Experience required:	Some knowledge or experience in bookkeeping would be desirable. Familiar with spreadsheet software programme would be useful.
Qualifications required:	None.
Commitment required:	Approximately 1½ hours a week, depending on club events.
Support/Training required:	Training in use of spreadsheets will be provided where necessary.

*In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.*

Name ..... Signed .....

Dated ..... For Calendar Year .....