

The Role of the Treasurer

The role of the Treasurer is to oversee the finances of the club and to report on the income and expenditure at committee meetings and the club's AGM.

Duties

- 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 annual general meeting.
- Financial planning, budgeting and monitoring throughout the year.

Skills

- Good accountancy knowledge.
- Great organisation skills.
- Good administrative/IT skills.
- Good communication skills.
- Attention to detail.
- Ability to handle money and cheques carefully and appropriately.
- Confidence with numbers.

Commitment to the Club

This role requires you to regularly attend committee meetings, which are held every quarter, in order to report on the state of the club's finances and to understand what income and expenditure to expect. It is also important to work closely with the Funding Coordinator, so that you both know how much funding the club needs and what methods would be best suited to raise the required funds.

The Club's Commitment to You

By accepting the role of Treasurer, the club will provide opportunities to increase your skills and confidence in operating as a Treasurer. There are opportunities for further training and resources available to support you.

Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact your regional development officer for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

Supporting Resources

British Cycling, Sports Coach UK and Club Leaders all provide supporting resources for volunteers. Resources such as PVG checks, volunteer training, posters, action plan templates, funding guides etc.
