



## **Forth Canoe Club**

### **Club Committee Voluntary Role: *Treasurer***

#### **Role Description:**

**Hours per week:** average 0.5 to 4 hours (flexible)

**Location of voluntary activity:** member's home and regular visits to boathouse

**Commitment period:** Until December 2013 / January 2014 and continuing subject to re-election at the AGM

#### **Introduction:**

Forth Canoe Club is a simple constituted club. It is not incorporated, a charity or a CASC. For the Club to operate successfully, it is necessary for members of the club to put themselves forward and accept voluntary roles, that in combination oversee the management of the club.

Turnover is approximately £30,000 a year. The calendar year is used as the financial year. The accounts for 2012 are viewable at <http://www.forthcc.com/sites/www.forthcc.com/files/fcc-accounts-2012.pdf>

#### **Outline of role:**

This role is vital to the day-to-day and long-term future of Forth Canoe Club [FCC]. The member in this role will accept responsibility for overseeing cash movements, setting of budgets and maintaining accurate and accessible accounts.

The member in this role will need to be confident in delivering clear and accurate accounts to the Committee and Members in a timely manner.

#### **Outline of tasks:**

- Managing of Club finances including keeping records in a suitable digital format
- Communicating to all within the Committee and membership about changes to finances, membership costs and budgets

throughout the year as necessary

- Ensuring cash is collected from the boathouse and banked regularly and safely
- Attending and contributing at committee meetings (approx. four per year)
- Maintaining good communications, via email and in person, with the Committee and others having financial dealings with the Club
- Responding to, accepting and sending payments in a timely manner
- Presenting finances in an accessible format for the membership on the FCC website and in person at the AGM
- Liaising with the Committee to produce an annual budget prior to the AGM. Presenting at the AGM to the membership
- Making recommendations on membership and hire prices at the AGM
- Managing and recording transactions through online banking (Royal Bank and Paypal)
- Ensuring accounts are reviewed by an independent person at the end of the financial year
- As for all committee members: answer club queries from members, potential members, other clubs and the media