



TERMS OF REFERENCE

TREASURER/FINANCIAL MANAGER

MAIN PURPOSE OF ROLE:

- To be responsible for the management of the squash committee/boards finances in accordance with the decisions of the Committee/board

ACTUAL DUTIES INVOLVED

- To look after the finances of the Rugby Club
- Recommend action on financial matters to the committee/board
- Renew insurances annually
- To collect subscriptions and all money due to the committee/board
- To pay bills and record the information
- To keep up-to-date records of all financial transactions
- To ensure that all cash and cheques are promptly deposited in the bank or building society
- Ensure funds are spent properly
- To issue receipts for all money received and to record this information
- Report regularly to the committee/board on the financial position of the squash club
- Prepare and present accounts for the end-of-year financial report and audit
- Financial planning including producing an annual budget and monitoring it throughout the year
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and Federal tax returns, grant aid reports)
- Ensure the club has paid RUGBY CANADA & Provincial Body affiliation fee

LIAISON WITH:

- Committee/board Members
- Club Members
- Auditors

THE POST HOLDER WILL BE RESPONSIBLE TO: The Main Committee/Board

MEETINGS TO ATTEND:

- Main Committee/board Meetings
- Sub committee/boards or working parties by request in an advisory capacity
- Club Annual General Meeting if appropriate

ESTIMATED TIME COMMITMENT: Average 2 hours per week. Increasing around year end

TERM OF ROLE: The Treasurer will be appointed for one year at a time & for a max. Of 3 years

BENEFITS

- Reasonable travel expenses to agreed appearance events at X pence per KM
- Other associated expenses will be paid for by the club as directed by the Treasurer
- Increase in profile within the rugby fraternity and local & national media
- Other benefits as set out by the club

OTHER INFORMATION: This post holder must have bookkeeping and accounting knowledge

RECOMMENDED TRAINING: Sport Canada – Running Sport for Clubs – Balancing the Books (Home Study Pack), Managing the Money (Home Study Pack)