

Role Outline: Treasurer

ORGANISATION NAME: Plymouth and District Badminton League

ROLE: Treasurer

RESPONSIBLE TO: League Committee

NAME OF VOLUNTEER:

START DATE: **END DATE:**

Responsibilities:

- Managing the league's income and expenditure in accordance with league rules
- Producing an end of year financial report
- Identifying suitable individuals to independently review the annual accounts
- Regularly reporting back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Proposing amendments to annual and tournament fees as appropriate
- Depositing cash and cheques that the club receives
- Keeping up to date financial records
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

Signed:

Date: