



ROLE DESCRIPTION FOR A TREASURER

The information below outlines the role, and skills and knowledge to look for in a Treasurer.

ROLE

- To sit on the Abingdon Hockey Club committee and to attend meetings.
- To have a vote on the committee.
- To be responsible for the day-to-day management of the accounts for the club, including preparing profit/loss statements, financial projections, and paying routine bills promptly.
- To advise the committee on the impact of proposed activities on club finances.
- To pay extra expenses as agreed by the committee.
- To present the annual accounts at the AGM.
- To be an authorised signatory for the club.

EXPERIENCE, KNOWLEDGE & SKILLS

- Good understanding of the club's accounts/finances.
- Ability to put together sound financial projections and plans for the year ahead.
- Good organisation skills.
- Good administration skills.