

Treasurer Position Description	
The Treasurer is the chief financial management officer for the _____ club/group.	
Responsible to:	<p>The Treasurer is directly responsible to the President of _____ and members of _____.</p> <p><i>The Treasurer may chair the Finance Committee at larger clubs/groups or associations.</i></p>
Knowledge, Skills, Experience and Requirements	
<ul style="list-style-type: none"> • Well organised • Able to allocate regular time periods to maintain the books • Able to keep good records • Able to work in a logical orderly manner • Aware of information, which is needed to be kept for the annual audit. <p><u>Estimated Time Commitment Required</u></p> <p>The estimated time commitment required as the Treasurer of _____ is _____ hours per week.</p> <p><i>The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only a half hour week or larger clubs two per week on club/group related duties.</i></p>	
Responsibilities and Duties – A Checklist for Consideration	
<ul style="list-style-type: none"> • Prepare a budget and monitor it carefully • Keep the club's books up-to-date • Keep a proper record of all payments and monies received • Make sure financial reports are available and understood at all committee meetings • Show evidence that money received is banked and documentation provided for all money paid out • Ensure that information for an audit is prepared each year • Arrange the audit • Give Treasurer's report at regular meetings and when required • Produce an annual financial report • Send out accounts • Pay the bills. 	