

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Treasurer**

**Name of Treasurer:** Anthony Ellis

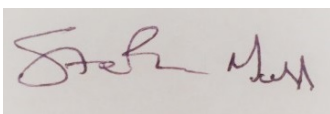
**Responsible to:** Colebridge Management Committee

### **Main duties**

- Support the efficient running of the club.
- Managing the Club's income and expenditure in accordance with the Colebridge rules.
- Producing an end of year financial report; and arranging for such documents to be audited.
- Regularly reporting back to the club committee on all financial matters.
- Efficient payment of invoices and bills.
- Proposing amendments to membership subscriptions and session fees as appropriate.
- Depositing cash and cheques that the club receives.
- Keeping up to date financial records.
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Treasurer - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3<sup>rd</sup> August 2017