

COLEBRIDGE TABLE TENNIS CLUB

Role description: Treasurer


Name of Treasurer: Michael Rinnhofer

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.
- Keeping up to date financial records.
- Producing a budget / cash flow for the year ahead.
- Producing an end of year financial report; and arranging for such documents to be reviewed by an independent person.
- Regularly reporting back to the club committee on all financial matters (actual v budget).
- Efficient payment of invoices and bills.
- Depositing cash and cheques that the club receives.
- Manage, review and renew the electricity contract.
- Manage and review the water contract.
- Ensure the club insurance is up to date and relevant, and renewed when required.
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Arranging handover or succession planning for the position.

Treasurer - Adopted in Club Committee Meeting minutes

Signed: A handwritten signature in blue ink, appearing to read "John A. Lee", written over a horizontal line.

Club Chairperson

Dated: 17th August 2020