**SAMPLE TREASURER ROLE DESCRIPTION**

The Treasurer is the chief financial management officer for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group.

## **Responsible To**

The Treasurer is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## **Responsibilities and Duties**

The Treasurer should:

* 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.
* Regularly provide a Treasurer’s report at meetings and when required.
* Produce an annual financial report.
* Send out accounts.
* Pay the bills.

## **Knowledge and Skills Required**

Ideally the Treasurer is someone who is:

* 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 needs to be kept for the annual audit.

**Estimated Time Commitment Required**

The estimated time commitment required as the Treasurer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

***Note:*** *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 per week or larger clubs two hours per week on club/group related duties.*