**TREASURER POSITION DESCRIPTION (SAMPLE ONLY)**

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

## **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 of money received and documentation for all money paid out.
* Ensure that information for an audit/review is prepared each year.
* Arrange the audit/review.
* Give Treasurer’s report at regular 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/review.

**Estimated Time Commitment Required**

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