

Guildford Archery Club Honorary Treasurer: Job Description (Rev: Dec 2010)

JOB TITLE: Honorary Treasurer

RESPONSIBLE TO: Club Management Committee and General Meeting

SKILLS REQUIRED:

- Well organised
- Able to keep records using computer facilities
- Confident about handling figures and money
- Honest
- Prepared to make a regular time commitment

MAIN DUTIES:

- 1) Primary responsibility for Guildford Archery Club's financial management including collection of income and payment of expenses.
- 2) Operate or oversee Guildford Archery Club bank accounts and act as an authorised signatory for cheques and other financial documents.
- 3) Maintain detailed computerised records of transactions and retain documentary evidence for Audit.
- 4) Prepare annual Budgets and Forecasts for Executive Management Committee approval.
- 5) Collect member subscriptions and liaise with the Honorary Secretary regarding membership records. The collection may be delegated to a Membership Secretary (if appointed).
- 6) Prepare annual Financial Statements for Management Committee approval and liaise with the Honorary Auditor regarding audit and presentation to the Annual General Meeting with an Annual Report, including a recommendation regarding annual subscription values and proposal of an Honorary Auditor for the following year.
- 7) Prepare periodic Management Accounts demonstrating progress against the agreed Budget(s) for the Executive Management Committee.
- 8) Oversee the activities of the Events & Fundraising function within the Club by liaising with the following officers - as appointed:
 - Tournament Organiser
 - Party & Events coordinator
 - Social Secretary
- 9) Advise on and arrange for the investment of Club funds.
- 10) Taking responsibility for operating the **GAC 200 Club** and manage its monthly operation, financial records and annual registration.) including maintaining Membership, devising the random selection of monthly winners, receiving subscriptions and issuing prizes, maintaining the 200 Club bank account and acting as an authorised signatory thereon, publicising the 200 Club at tournaments and events and on the Club website, and preparing annual Financial Statements for audit and report to the Annual General Meeting.
- 11) Identify, apply and monitor progress on all appropriate Grant applications.