

Casterbridge Speakers 2014

Treasurer's Role

Purpose of the Role:	Manage the club's bank account, maintain accurate financial records and write cheques as approved by the committee.
Accountability:	<p>Create and manage the annual budget to ensure the club remains in the black</p> <p>Lead the negotiations with the hotel and pay regularly as required</p> <p>Report monthly on the financial position of the club</p> <p>Manage the club's bank account, reconciling deposits and expenditure each month</p> <p>Transfer club financial information to the incoming treasurer</p>
Recent Achievements:	The club increased the joining fee and monthly membership fee during 2013 and this has put the club in a much sounder financial position. We have negotiated a reasonable room rate.
Measures of Success:	<p>Up to date, accurate financial records are available</p> <p>The accounts are auditable / audited as required</p> <p>The club remains of good standing with TI</p>
Benefits to the Role Holder:	An important role on the committee but with a structured and limited scope
Skills, behaviours and level of commitment:	An understanding of basic accounting procedures. Trustworthy and well organised. Access to the bank. The Treasurer has to work closely with the VP Membership to ensure that monthly payments are collected accurately.
Potential Changes:	Greater communication between Treasurer and VPM.
Commitment to new role holder	The books of account will be handed over in good order