



Role Description: Treasurer

The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through a specific and separate club bank account

Responsible to:	<ul style="list-style-type: none"> • Chairperson 	Responsible for:	
Main Duties		Skills Required	
<ul style="list-style-type: none"> • Managing all income and expenditure, including banking arrangements • Managing legal requirements such as taxation and charitable status • Reports regularly to the committee / chairperson on the club's financial status • Prepares / presents audited financial year end report to AGM • Financial planning, budgeting and monitoring throughout the year 		<ul style="list-style-type: none"> • Great organisational skills • Good Management skills • Confident with good leadership skills • Good listener and effective communicator • Approachable and Friendly • Ability to manage a membership database • Knowledge of the eligibility rules of Football 	

The Commitment we are looking for

Managers / Committee meetings are held monthly in Doddinghurst Village Hall.

In addition, the AGM is held in June annually in Doddinghurst Village Hall.

Financial information/reports are required monthly / quarterly.

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The 'term of office' is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable).

Our Commitment to you

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

Other Resources Available



DODDINGHURST OLYMPIC F.C.

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	www.sportscoachuk.org	Skills Active	www.skillsactive.com
Child Protection Unit	www.thecpsu.org.uk	CRB	www.crb.gov.uk
Club Mark	www.clubmark.org.uk		