



## Club Role Definition

CLUB ROLE TITLE	: Club Treasurer
ROLE TYPE	: Volunteer
ANTICIPATED COMMITMENT	: As required, 1 Executive meeting/month + AGM Estimate 1 to 2 days Full Time Equivalent per month
ROLE LOCATION	: Not specific

### Role Overview

As the Club Treasurer you will also be formally be the Finance Director for Stratford Upon Avon Athletics Club Ltd. and registered as a Director at Companies House, along with organisations the Club is affiliated with including England Athletics and British Triathlon. The Treasurer role is to act in a capacity as a manager of the Club finances.

### Role Benefits

You will have strategic input to the direction of the Club and involvement in all executive and director meetings.

### Competencies/Experience Required for the Role

Experience of the following are useful (but not essential):

- Operating at a Director level in a limited company
- Understanding of how to prepare financial reports
- Understanding of how to prepare and report against annual budgets
- Experience working with accountants
- Excellent communicator
- Ability to delegate
- Well organised

### Role Detailed Description

#### Role of Treasurer

The Club Treasurer is responsible for managing the flow of money into/from the club and for allocating and recording how that money is spent to run the club. This is a vital role in a club as the treasurer works to ensure the club is able to meet its day-to-day expenses, and remains a going concern as a business.

The Treasurer works in conjunction with the Executive to set the annual financial budgets, and provides financial reporting during the course of the year to the Executive. Additional activities include management of interactions between the Club and financial institutions e.g. banks.

The Treasurer can employ the services of a paid bookkeeper if required to handle data entry on a day to day basis to the accounts package.



## Key Functions of the Role

- Attend the regular meetings of the Executive and AGM/EGM.
- Produce an end of year financial report
- Identify and manage the relationship with independent accountants for the annual accounts submission/audit.
- Responsible for ensuring the accounts are filed in a timely manner.
- Manage the income and expenditure of the Club, assets and liabilities ensuring due process is followed
- Development of financial processes in relation to the operation of the Club
- Act as a signatory on the Club bank account
- Maintain bank account(s) in the name of the Club
- Lead development of annual financial budgets for the Club working with the Executive
- Regular reporting to the Executive on financial position of the Club against budget, both at a global Club level and by section (Triathlon, Track & Field, Endurance)

## Director Responsibilities

As a Director of the Club you will have the following responsibilities:

- Following the club's constitution and its articles of association.
- Setting the club's strategic direction and making decisions to enhance the experience of club members.
- Governance to maintain and strengthen SuAAC's performance across all aspects of the club's activities and adherence to SuAAC policies and procedure including the Safeguarding and well-being of all members
- Developing and monitoring plans of action designed to achieve SuAAC's short/medium/long term goals/objectives and policies
- Financial planning and management of SuAAC finances
- How the club should be run to achieve the desired goals/objectives.
- Recruitment to support the club's activities in designated sub groups.
- Representing the club to external parties

For clarity the role is not to personally deliver all of these, but to work with the Directors to see these responsibilities are delivered by the Executive.

## Objectives

The Club is committed to:

- Providing a good, welcoming and fun social environment for all members.
- Ensuring every member's contribution, irrespective of ability, will be valued.
- Providing every member with the opportunity to participate in all forms of Athletics & Triathlon activity to enable them to reach their potential.



- Giving basic coaching for all irrespective of background, gender or ability in all the Athletics & Triathlon disciplines where equipment, environment and safety allow.
- Providing the opportunity for more gifted athletes to be coached and to compete all the way to international level.
- Encourage all members to attain a general level of fitness.
- Meeting established standards of achievement and to help achieve success for the individual athlete by monitoring Personal Best performances in training and in competitions.