

# Terms of reference for Treasurer

- An executive committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> <li>a) Holds full club membership and be current.</li> <li>b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility.</li> <li>c) Ability to work with accounting methods; must have previous experience of holding such office.</li> <li>d) Ability to interpret financial regulatory matters and advise the committee as required.</li> <li>e) Ability to liaise with 3<sup>rd</sup> parties (e.g. clubs, companies, individuals) on behalf of the club in a professional manner.</li> <li>f) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.</li> </ul>
2.	Authority of role	<ul style="list-style-type: none"> <li>g) Makes final decisions on expenditure on a day to day basis and has over all accountability for keeping the clubs financial dealings accurately documented.</li> <li>h) Primary responsibility for all Club financial matters (e.g. approving invoices, paying creditors, issuing sundry payments, chasing debtors).</li> <li>i) Enforces clubs financial processes working with all members of the management committee.</li> <li>j) Has a vote on all committee decisions when put to the ballot.</li> </ul>
3.	Governance of role	<ul style="list-style-type: none"> <li>k) Maintains a MS excel document titled 'G4OC #6 Club Finances [year].doc' of income and expenditure of the club and prepares the annual accounts for the AGM and auditors.</li> <li>l) Maintains the club bank account(s) and manages cash flow.</li> <li>m) Liaises with the executive committee members on day to day financial issues/matters with other committee members as needed (based on their role).</li> <li>n) Ensures all Club insurance and affiliation fees are managed appropriately and certificates displayed correctly by liaising with committee members with respective offices.</li> <li>o) Reports at every committee meeting: any correspondence; total club income &amp; expenditure for period; any new ideas.</li> <li>p) Any non-conformance to the Terms of Reference will be assessed by the remaining executive committee members for the proper functioning of the club and taken to the full committee with appropriate recommendation.</li> </ul>

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### Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

#### Acceptance of Committee position

Name:

Date:

Signature: