

Treasurer

St.Helens Swimming Club

JOB DESCRIPTION: TREASURER

JOB TITLE: Treasurer

RESPONSIBLE TO: Club Committee

ADDITIONAL REQUIREMENTS: CRB Check through St.Helens ASC.

SKILLS REQUIRED:

- Well Organised.
- Highly motivated.
- Book Keeping Skills.

MAIN DUTIES

1. The Treasurer is responsible for the running of the Club with the assistance of the Chairman and Secretary.
2. Ensure that the Rules of the Club (Constitution) are followed to the letter and carry out all aspects of the Constitution which relate to the position of Treasurer.
3. Responsible for the financial accounting of the Club.
4. The financial year of the Club shall be the period commencing on 1st November and ending on 31st October.
5. Make reports at meetings of the Club as to the financial position and prospects of the Club.
6. From time to time you may be required:
 - To attend meetings of Associations that the Club is a member of.
 - To represent the Club's views at any such meetings.
 - To report back to the Club of the proceedings at meetings attended.
 - To vote at meetings in accordance with the Club's policy.
7. To attend a minimum of 75% of committee meetings per year.
8. Carry out any other general club duty the Committee requires.
9. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
10. To follow and promote the ASA Code of Ethics.
11. To follow and promote the Clubs Code of Conduct.
12. To follow and promote the ASA Child Protection policy.

Time Commitment: Minimum 2 hours per week + Attendance at meetings.