

Hillingdon Triathletes Club Treasurer Job Description

Volunteer Job Title	Club Treasurer
Type of Volunteering	To act as the treasurer for your club Committee.
Main Purpose of Volunteering	Maintain accounts; allocate any funding that the club attains, including payment of expenses, and deal with any other financial matters that arise.
Responsible to	The Chair of your Club Committee.
Competencies / Experience required	Be an honest, well-organised person who is able to keep clear records and be prepared to make financial decisions on behalf of the committee.
Commitment required	Approximately 8-12 x 2 hour meetings per year plus responsibility for producing quarterly and annual accounts for the club.
Benefits to self	Working closely with members of your committee and seeing improved financial organisation within your club.
Benefits to community	Benefits of a well-organised, financed club.
Support received from:	Your club chairperson and your Regional Development Officer where appropriate.
Is this Volunteer Opportunity open to disabled persons?	Yes.