



RESPONSIBLE TO: Committee

AIMS AND OBJECTIVES

- To support the activities of Hawick Amateur Swimming Club, and contribute to its' development.
- To provide financial support for the general committee.
- To ensure effective financial liaison with key partners.

DUTIES AND RESPONSIBILITIES JOB DESCRIPTION – TREASURER

JOB TITLE: Treasurer

- To attend committee meetings and provide regular financial updates.
- To provide a yearly budget forecast for the club.
- Provide sound record keeping for the club.
- To respond to all financial enquiries as appropriate.
- To be able to look after the basic profit and loss statements for the club.
- To put forward new fundraising ideas for the club.
- To provide cash floats for any fund raising events and bank proceeds.
- To sell tickets for social events and, after paying expenses, bank proceeds.
- To prepare Year End Accounts for Auditors.
- To maintain records of yearly invoices received and paid by the club.
- To deal with monies collected by the club entries secretary in regards to any events/competitions.
- To arrange payment from the club for transport, as required.
- To contribute to the clubs general development.