



TCA Committee Job Description

Role Title: Treasurer

Role Description: The job of treasurer will appeal to anyone who has an eye for detail and can manage a basic spreadsheet. The TCA has only three sources of income; membership fees, grants/donations, and payments for training courses. We operate on a not-for-profit basis.

Responsible to: Chair/Committee/club members

Key Tasks:

- regular banking
- paying invoices on time
- advising the committee regarding expenditure proposals
- attend four committee meetings per year and the AGM
- provide quarterly financial reports
- annual statement of accounts
- ensure that the club maintains a solid financial base
- Liaising with external agencies on fiscal matters
- Other work (such as assisting with funding bids) which relate to the financial running of the club
- Any other matter that the committee feels falls within the expertise of the treasurer

Liaison: Chair/Committee/club members

Time Commitment: Approx 40 hours per year

Allowable Expenses:

These must be approved by Chair/Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM