



### **ROLE OF THE CLUB TREASURER**

The Club Treasurer shall be responsible for the upkeep of the Club's accounts in accordance with Titans Hockey Club's policies. The Club Treasurer shall also be the Club's signatory for any payments effected from the Club's private account. It is also the responsibility of the Treasurer to ensure that the Club has paid the affiliation costs of the Gibraltar Hockey and any other governing bodies relevant to the Club.

### **DUTIES OF THE CLUB TREASURER**

- Responsible for the upkeep of the Club's accounts and ensuring financial viability
- Provide a balance sheet of Titans Hockey Club's assets and liabilities in good time for the AGM
- Work closely with the Membership Officer to ensure all monies are collected and accounted for
- Notify Team Coaches of outstanding membership so that players are not included in selection
- Oversee and approve budgets
- Keep track of Club inventory with the team Coaches and claim individual's funding for the replacement of any official club clothing lost or broken through negligence
- Liaise with paid staff and volunteers about financial matters
- Safeguard the good name and values of Titans Hockey Club
- Be a positive role model for all members of the Club

### **COMMITMENT / TIME FOR THE ROLE**

- Weekly accounting activities
- Funding accounting activity recorded throughout the year
- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going

- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

#### **SKILLS AND QUALITIES REQUIRED**

- Trustworthy
- Excellent time management
- Organisation
- Good level of administration
- Strategic vision
- Good independent judgement