



## BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

**ROLE TITLE:** CLUB TREASURER  
**RESPONSIBLE TO:** CHAIR  
**SKILLS REQUIRED:**

- ✓ Well organised
- ✓ Able to keep records
- ✓ Confident about handling figures and money
- ✓ Honest
- ✓ Prepared to make a regular time commitment

### ROLE PURPOSE:

1. To ensure the Club remains solvent
2. To prepare and manage accounts for all areas of the Clubs work
3. To advise individual sections of the Club with regard to all financial matters

### MAIN TASKS ARE TO:

1. Responsible for the Club finances.
2. Deal efficiently and effectively with all invoices and bills.
3. Keep up to date records of all the financial transactions.
4. Ensure that funds are spent properly.
5. Issue receipts and record all money received.
6. Attend committee meetings and present the budget report.
7. Prepare the end of year accounts to present to the auditors.
8. Agreement with the committee, plan the annual budget.
9. Monitor the budget throughout the year.