

Committee Position: Treasurer

Key Responsibilities:

- Manage the club finances
- Produce an audited annual statement of the club's finances for the AGM
- Accept club membership applications and check subscriptions
- Produce a spreadsheet of the club members' details and supply to the necessary committee members
- Reimburse members for any purchases or expenditure incurred.
- Pay any bills to outside parties.
- Support the Trent 5 finances and produce a balance sheet for the event
- Facilitate succession planning for the position

Key Skills: (Essential / Desirable)

Date of appointment: A long time ago!