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|--|------------------|-----------------------|
| Document Date Update   | 21/05/2018       |                       |
| <b>Role</b>  |                  |                       |
| <b>Treasurer</b>   |                  |                       |
| <b>Requirments of role</b>   |                  |                       |
| Ensure that the Clubs finances are organised and managed effectively   |                  |                       |
| <b>Duties</b>  |                  |                       |
|  | <b>Frequency</b> | <b>Deadline</b>       |
| Deal efficiently and effectively with all income and expenditure   | Ongoing          |                       |
| Collect and finalise the coaches timesheets, send for authorisation and pay to nominated bank accounts   | Ongoing          |                       |
| Receive and settle invoices on behalf of the club for Pool Hire, galas, kit purchases, equipment purchase or hire, SASA & West District fees etc   | AS required      |                       |
| Maintain a record of the monthly fees and follow up any late or missed payments  | Monthly          |                       |
| Ensure all gala swim fees are collected  | As required      |                       |
| Ensure all annual fees are collected   | Annual           |                       |
| Keep up to date records of all financial transactions  | Ongoing          |                       |
| Record all monies received   | Ongoing          |                       |
| Ensure that funds are spent properly   | Ongoing          |                       |
| Keep personel access to account information and access to bank accounts up to date   | Ongoing          |                       |
| Attend committee meetings and report on the accounts activities and balance  | Monthly          |                       |
| Budget planning along with committee members   | AS required      |                       |
|  |                  |                       |
| <b>Mandatory Qualifications and Training Required</b>  |                  | <b>Notes</b>          |
| Safeguarding & Protecting Children Workshop (renewable every 3 years)  |                  |                       |
| Be a member of Scottish swimming   |                  |                       |
|  |                  |                       |
| <b>Role Specific Training - Non Mandatory</b>  |                  | <b>Notes</b>          |
| Attend appropriate training  |                  |                       |
|  |                  |                       |
| <b>Regulated work status</b>   |                  | <b>Notes</b>          |
| PVG required   |                  | Organised through WPO |
| Self Declaration   |                  | Organised through WPO |
| <b>Code of Conduct Requirements</b>  |                  | <b>Required Y/N</b>   |
| Sign and adhere to the Club's Officials &Volunteer Code of Conduct   |                  | Y                     |
|  |                  |                       |
| <b>Notes - Skills and Attributes</b>   |                  |                       |
| Must be well organised, reliable and trustworthy with and ability to keep records and be confident when dealing with figures and money. Financial experience although not essential would be an advantage. Must be a member of Scottish Swimming, Promote and adhere to the Clubs Officials &Volunteer Code of Conduct |                  |                       |
|  |                  |                       |
| Assistant Treasurer  |                  |                       |