

Cheltenham Swimming & Water Polo Club



JOB TITLE: Hon Treasurer

RESPONSIBLE TO: Club Chairman

SKILLS REQUIRED:

- Well Organised
- Ability to communicate with people

MAIN DUTIES

- 1) For the financial accounting of the Club.
- 2) To produce a monthly report at the General Committee meeting of the Club.
- 3) To produce and present the Club's annual accounts at the Annual General meeting.
- 4) To arrange for the annual audit of the Club accounts, in line with the ASA Club Constitution
- 5) To ensure that the Club Insurance policy is annually renewed in line with the ASA Club Constitution.
- 6) To follow and promote the ASA Club Constitution.
- 7) To follow and promote the ASA Child Protection policy.

Signatures: Hon Treasurer..... *D. Ben* Date: 01.09.2011.....

Chairperson: *Tessa M P Middle* Date: 3/9/11.....