



Griff & Coton Netball Club
Committee Role Job Description

TREASURER

This person co-ordinates the record keeping of the Clubs accounts and to ensure a true, record of all expenses paid in and out of Club account and is the link between the Club the Griff & Coton Sports and Social Club,.

WORKS WITH.....

- The Club's main committee

RESPONSIBILITIES AND DUTIES.....

- Main point of contact for the Club for club accounts
- Attend all internal Club meetings once a month (or as and when required)
- Represent the Club at external meetings (where necessary)
- Deal with correspondence on behalf of the Club for financial payments
- Assist with organising events, i.e. summer league, trials, presentation nights, and any social events
- Ensure the club accounts are signed off by a professional accountant so club accounts can be submitted to the main club
- Ensure all subs / registration payments are made each year
- Book the indoor facilities each year for training sessions

TIME COMMITMENT REQUIRED.....

- Approximately 8-10 hours a month

SKILLS/ATTRIBUTES REQUIRED....

- Good organisation and communication skills
- Available to deal with emails during the day/early evening
- Basic knowledge of Microsoft Word and Excel

BENEFITS OF ROLE.....

- Satisfaction of making a real contribution to the Club
- Meeting and working with new people within both the Club and the CWNA