

# WANTAGE WHITE HORSE SWIMMING CLUB

**Role Title:**           **Treasurer**

**Skills:**

Highly organised  
Accountancy knowledge  
Ability to communicate effectively

**Objective/Purpose of Role:**

The role of the Treasurer undertakes all financial aspects of the club.

**Responsibilities/Activities**

- collection of training fees and subscriptions and generation of additional income
- payment of pool fees, ASA subscriptions, and all other related costs associated with running the club
- providing guidance to the committee on financial matters including setting of training fees, club development and investment
- ensuring all club monies are managed in financially prudent manner
- preparing annual accounts for submission and audit and presentation to the AGM

**Typically includes Liaising With**

Chairman, committee, coaches  
Auditors

**Indication of personal time spent performing task.**

One to Two days a month  
Attendance at committee meetings  
Peak time – producing annual accounts, reports and AGM