

CLUB LIFE

Empower, Engage, Sustain

Roles and Responsibilities Treasurer

Role:	Monitor the finances of the club, producing accounts and monitor annual budgets
Approximate time commitment:	On-going throughout the season
Useful skills and experience:	<ul style="list-style-type: none">▪ Good accountancy knowledge and a financial background▪ Undertaking a relevant course in accountancy or finance▪ Excellent organisational skills▪ Good administrative and communication skills▪ Reliable▪ Approachable▪ Confidentiality
Support / Training	Support from the club and Hockey Wales
Tasks:	<ul style="list-style-type: none">▪ Maintain accurate and up to date financial records for the club▪ Establish and maintain club bank/building society account and banking arrangements▪ Report financial position to the committee▪ Collect and deposit all fees, subscriptions and funds▪ Prepare and issue receipts for monies received▪ Ensure that funds are spent appropriately▪ Explore funding opportunities for the club▪ Pay any bills incurred▪ Prepare end of year financial report for AGM



For more information, visit:

www.hockeywales.org.uk/play/club-life



Benefits of Volunteering

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the social life that hockey clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others



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