



Volunteer Role Description: ASRC Treasurer

(Voting role x 1 and Executive Committee Member)

Responsible for managing the club's finances and financial administration, including processing coach payments, reviewing and paying invoices, managing athlete memberships through GoCardless, preparing monthly and annual financial reports, and ensuring membership fees adequately cover club expenses.

Key Responsibilities:

- Process monthly coach payments based on attendance records.
- Review and pay invoices, including regular slope fees.
- Manage athlete membership setup and status in GoCardless.
- Arrange gifts for long-term injured or sick athletes.
- Access to SPOND platform for payment related tasks, administration and communication.
- Prepare monthly income statements for committee meetings.
- Produce annual accounts and the treasurer's report for the AGM.
- Review finances annually to ensure membership fees cover costs.
- Sit on Executive Committee.

General Responsibilities:

- Take responsibility for personal conflicts of interest, declare, record and manage these appropriately.
- Arrange handover or succession plan for the position.