

4.3 The Club Treasurer

General

Appointed by election. Automatically appointed a member of the Association Board of Directors under Articles D21 and F6.

Notes:

- a. The Club Treasurer will ordinarily be elected for a term of office of 3 years. This 3-year period should not run in parallel with those of the Club leader or Club Council Chair.
- b. Unless removed from office under Article F3, the Club Treasurer will remain in office until the close of the first meeting of the Club Council following the AGM in the year in which the term of office expires.
- c. It is recommended that the Club Treasurer may serve 2 consecutive terms only but in exceptional circumstances this may be extended for a 3rd term if he/she is unopposed.

Responsibilities

1. To provide the financial input to the comprehensive 3-year Business Plan for the Club, including a detailed budget for Year 1.
2. In collaboration with the Club Management Group and in consultation with other Panels, Committees and Groups and the Group Finance Director, to define mechanisms and rules for the control and audit of expenditure by the Club.
3. To monitor that net expenditure against budget remains within authorised levels, and if necessary, to recommend measures to the Council to ensure that it does so.
4. To monitor performance against the Finance and Accounting Rules, and initiate actions as appropriate.
5. In consultation with the Group Finance Director, to ensure that accounts of the Club finances are prepared to standards and timescales required and are explained to the satisfaction of the Council. To sign off the accounts on behalf of the Council for inclusion in the Club Annual report.
6. In collaboration with the Club Management Group and in consultation with other Panels, Committees and Groups, to devise methods of measuring the value delivered by Club expenditure as means of informing future decisions on funding.
7. To be the principal channel of communication between the Club Council and the Association Board, and between the Club Council and the Group Finance Director on all financial matters affecting the Club.

Authorities

1. To approve accounting and control mechanisms for all club income and expenditure.
2. To exercise financial sanctions in the event of non-compliance with accounting and control mechanisms.
3. To recommend to the Council measures necessary to contain net expenditure within authorised levels.
4. To approve reallocation of funds within the approved Club Budget.
5. To represent Club interests on the Association Board of Directors.
6. To represent Club interests on the Club Management Group.

Accountabilities

1. To the Club Council as Club Treasurer.
2. To the Association Board of Directors for the Club.
3. To the Association Board of Directors as a Director.