

COVERACK GIG CLUB – ROLE OF THE TREASURER

The Treasurer :

Is an Officer of the Club's management Committee (regularly liaising with the Chairperson & Secretary in particular)

Is a signatory on the Club's bank account , ensuring that signatories are always current & appropriate, to the satisfaction of the Committee.

Ensures that Club insurance payments are up to date.

Records & banks all income & records all expenditure, providing an annual statement of such. (Also producing a Treasurer's report as required for committee / club meeting)

Checks & keeps on file all bank statements.

Arranges cheque payments to external bodies as required. (ie CPGA membership, shipping fees, etc etc)

Records dates of all membership payments (for " Rowing Register ")

Arranges auditing of accounts in time for Club AGM (November)

Encourages fundraising & local sponsorship