

# HOEOCA COMMITTEE POST - ROLE DESCRIPTION

## Treasurer

### ROLE PURPOSE

To monitor and manage the financial affairs of the club and report to the committee at their monthly meetings and to all members at the AGM. HOEOCA is incorporated as a Company Limited by Guarantee and it is incumbent upon the Treasurer to ensure that HOEOCA complies with Company Law and Companies House regulations.

### DUTIES & RESPONSIBILITIES

#### 1. Ongoing

- a. Monitor bank statement and allocate transactions to the correct cost centre. This includes payments made by individual members and bulk bankings by other members of the committee (such as for rallies, training events etc.)
- b. Bank cash and cheques received from committee and individual members
- c. Along with co-signatories, issue cheques as required.
- d. Make payments to suppliers from invoices supplied by committee members such as charter companies and dinner venues.
- e. Make payments to individual members for costs incurred such as entertaining or chartering on production of appropriate documentation.
- f. Maintain Cash Book (or similar system) showing money received and paid for each cost centre. Regularly issue this plus bank statements to relevant committee members for reconciliation.
- g. Liaise with bank

#### 2. Monthly

- a. Prepare Monthly Accounts for committee meetings and send cashbook, accounts and bank statements to all members of committee beforehand. Present report to committee highlighting any concerns/discrepancies from any budget set.

#### 3. Annually

- a. Produce Annual Accounts and present to the AGM
- b. File Statutory Accounts to Companies House and deal with the Annual Return.
- c. Add new Directors details for new committee members and amend legal signatories
- d. Prepare simple budget/forecast for following year.

### GENERAL

Committee members should be available to attend the majority of the monthly committee meetings which are normally held at 2000 on the last Thursday of any month (except December) as well as being generally supportive of club events. Additionally, in turn each committee member acts as a "Meeter Greeter" at a first Tuesday social.

General IT literacy is assumed although training will be given if you are required to update the area of the website assigned to your role.

An interest in and/or enthusiasm for sailing and your particular speciality is an advantage.

It is expected that all committee members will become directors of HOEOCA limited which is a Company Limited by Guarantee.

## **HOEOCA COMMITTEE POST - ROLE DESCRIPTION**

### **Treasurer**

#### **SPECIFIC TO ROLE**

Ideally the treasurer would have an accounting background/qualification but this is by no means essential.

More important is commercial experience and organisational, IT and numeric skills with reasonable proficiency in Excel