

NETBALL SOUTH



TREASURER ROLE SUMMARY

ROLE SUMMARY:	To manage the finance of the Region
ESTIMATED HOURS:	1-2 hours per week
KEY TASKS:	<ul style="list-style-type: none">▪ Fulfil the responsibilities outlined in this role description and adhere to the EN Code of Conduct of the Regional Management Board▪ Manage regional finances in accordance with the decisions of the Regional Management Board (RMB) and have the right to query any expenditure▪ Keep a record of all regional income and expenditure▪ To attend Regional Management Board (RMB) Meetings and report on the Region's financial position▪ If unable to attend the RMB Meetings, ensure that a written report is sent▪ Prepare an annual report and balance sheet for the AGM▪ Ensure that Technical Support Group (TSG) budgets are set and agreed by the RMB▪ Liaise with England Netball regarding affiliation finances▪ Recommend action on financial matters of the RMB▪ Provide guidance to TSGs on the regions financial processes▪ Raise cheques as requested▪ Act as a signatory on regional cheques▪ Pay expenses as details in the regional constitution▪ Bank all money collected▪ Record and monitor all transactions and keep accurate records of region income and expenditure▪ Undergo audits when requested▪
KNOWLEDGE & SKILLS	<ul style="list-style-type: none">▪ Be able to produce budgets and forecasts▪ Access to a computer, email and telephone▪ Be numerate▪ Good organisational skills