

Role Description for Treasurer WCWHL

The Treasurer is responsible for recording and managing all of the annual income and expenditure into the WCWHL account and submitting the final accounts at the ALM in May of each year.

Duties

Re Fees

July - Contact all clubs towards the end of July of each year (via email) requesting payment of annual affiliation fees before the due date in September.

Early September - Send out general reminder letter notices via email re payments due

End September - Send specifically targeted reminders to clubs with payments still outstanding

Early October - Send fine letters to clubs that still have payments outstanding

Mid October - Refer to WCWHL committee any club that remains unaffiliated to the WCWHL

Re General Account Management

From July - Record all payments received by Bank Transfer.

Pay in and record all cheque payments received.

Pay any invoices, expense claims incurred throughout the season – usually by bank transfer.

All accounts, lists of clubs fines, fees received are recorded into Excel Spreadsheets, which are backed up to an external USB/external drive.

IT Requirements

To carry out duties the treasurer is required to apply for signatory on the bank account and to use online banking facilities, have a PC or laptop, internet access, and access to a printer.

Meetings

To attend League meetings (held in Taunton) approximately 5 times a year and to attend the ALM meeting held in May of each year.