**Goalball UK – Club Minimum Standards**

9. Club Constitution

This guidance has been adapted from Sport England Club Matters (<http://www.sportenglandclubmatters.com/club-planning/governance/your-committee/>) as best practice for developing your club’s committee.

Role Outline: Treasurer

NAME OF CLUB: Club Name

ROLE: Treasurer

RESPONSIBLE TO: Normally the Club Committee

NAME OF VOLUNTEER: Name

START DATE: XX/XX/XX END DATE: XX/XX/XX

Typical Responsibilities

* Managing the club’s income and expenditure in accordance with club rules
* Producing an end of year financial report
* Identifying a suitable individual to independently review the annual accounts
* Regularly reporting back to the club committee on all financial matters
* Efficient payment of invoices and bills
* Proposing amendments to annual and weekly subscriptions as appropriate
* Depositing cash and cheques that the club receives
* Keeping up to date financial records
* Arranging handover or succession planning for the position
* Taking responsibility for personal conflicts of interests and declaring, recording and managing these appropriately

These are example responsibilities – please adapt this template to suit your club’s needs.

**Should you need any additional information in relation to club committee please contact Tom Dobson at Goalball UK.**

Tom Dobson

Club and Competitions Development Officer

Tom.Dobson@goalballuk.com

Mobile: 07526 169288