

# West Midlands Regional Committee



## Treasurer - Role Description

<b>Volunteer Job Title</b>	Regional Treasurer.
<b>Type of Volunteering</b>	To act as Treasurer on the West Midlands regional committee.
<b>Main Purpose</b>	<ul style="list-style-type: none"> <li>• The main person responsible for the finances of the regional committee, also keeping in close contact with the other committee members.</li> <li>• It is important that the finances are handled in accordance with the Constitution.</li> <li>• The Treasurer is responsible for the settlement of the bills and collecting income.</li> <li>• Be Triathlon England's principal point of contact for any financial queries.</li> <li>• Keep up to date financial records.</li> <li>• Ensure funds are spent appropriately with consultation with other members of the Regional Committee, meeting any grant funding requirements.</li> <li>• Prepare year end statements of accounts and present them at the AGM.</li> <li>• Prepare a quarterly financial forecast and budget analysis for regional meetings.</li> <li>• Promote and represent Triathlon England within the region.</li> <li>• Encourage Triathlon England membership.</li> <li>• The Treasurer needs to be enthusiastic, well organised, keep records, honest and be prepared to make decisions.</li> </ul>
<b>Responsible to</b>	Other committee members.
<b>Competencies / Experience required</b>	The Treasurer must be honest, loyal and well organised. They should have good record keeping skills, be IT literate and have a high standard of numerical knowledge.
<b>Commitment required</b>	<ul style="list-style-type: none"> <li>• Approximately 4 x 2 hour meetings per year, plus any Triathlon England correspondence when required.</li> <li>• Be prepared to act as a signatory on the Bank Account.</li> </ul>
<b>Support received from:</b>	Other regional committee members and RPM.
<b>Is this Volunteer Opportunity open to disabled persons?</b>	Yes.