

Water Polo Treasurer



Role

To take responsibility for water polo section finances and work with the club treasurer.

Skills

- Good maths ability;
- Knowledge of using and working with spreadsheets;
- Organised;
- Reliable and honest.

Main Duties

- Responsible for water polo section finances;
- To be fully aware of the financial position of the club at all times and liaise with the club treasurer over financial trends and areas of concern;
- Monitor the budget throughout the year;
- To prepare and distribute term session payment forms as appropriate to club members at or before the first training session of each term;
- To follow up members as appropriate to ensure a swift return of term fees;
- To promptly forward payments to the club treasurer/ deposit into the club account;
- To be available at training sessions to collect weekly payments and or term payment fees (new members to be given a one week free trial);
- Issue receipts and keep records of all monies received;
- Plan the annual budget in agreement with the club treasurer and water polo committee;
- Ensure that funds are used appropriately;
- Keep up to date records of all transactions.

Commitment

Ongoing responsibility for water polo finances. It is vital for the club and county that you undertake your duties for the year, with the hope that the post holder will retain the role for a longer period or help to find a replacement.

Benefits to Self

Contribution to ensuring a well managed club and an opportunity to make a real difference to the success of your club.

Further Development/Support

- The ASA publish a guide for treasurers which is available by clicking here - <http://www.swimming.org/asa/clubs-and-members/good-club-guides/>

Useful Websites

See www.bridportwaterpolo.org.uk links pages.

Note:

This guide has been put together to try to cover most roles. If there are updates, please amend and then send a copy to the water polo workforce co-ordinator.