

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Club Treasurer

Reports to: Windsor Cricket Club Committee

General Description:

To maintain and run the financial accounts of the club

Essential Job Functions:

- Run the day to day accounts of the club in a efficient and prudent manner
- Attend monthly committee meetings, presenting the latest financial status of the club
- Attend Annual General Meetings and report on the previous season. Presenting the final (audited) accounts of the previous year
- Ensure that all invoices are paid in a timely manner
- To ensure the club's integrity and legality is upheld at all times whilst completing the role

Additional Job Functions:

- To be available (if required) to work on any sub committees that are created
- To assist in arranging help for any ground maintenance days