

Treasurer

Roles and Responsibilities

- Manage DARC accounts and ensure they are audited.
- Ensure the DARC committee is aware of the current financial status of the club and advise of money available for future spending requirements.
- Ensure the DARC bills are paid as required,
- Prepare and maintain an annual budget for the club and recommend the level of membership subscription.
- Prepare a rolling budget for purchase of new equipment.

Key Activities

- Measure and analyse the financial performance of the club against the agreed budgets and report on it to the committee meetings.
- Ensure payment and renewal of insurance and any fees to regulatory bodies are made.
- Through consultation with the Chairman and Club Officials, prepare an annual budget for presentation to the club membership at the AGM.
- Prepare accounts and arrange an annual audit.
- Ensure all creditors are paid.
- Resolve financial problems.
- Canvas members' opinions and forward these to the committee where appropriate.
- Ensure any safety concerns are reported to the safety officer.
- Ensure any accidents witnessed or heard about are correctly reported.
- Ensure the club rules and bye-laws are abided by.
- Ensure that any welfare issues are passed to the Welfare Officer.