



Job Title: **Treasurer**

Job Specification:

The Treasurer will look after the Sodbury Cycle Sport (SCS) accounts, financial, legal and insurance dealings. The Treasurer will report to the Club Committee. Sodbury Cycle Sport cannot function without handling money in an organised and 'financially sound' way, so this role within the club is a crucial one.

Item	Description
Key Responsibilities	<ul style="list-style-type: none"> ● Preparing, managing, and monitoring club accounts, budgeting, and insurance. ● Day-to-day management and monitoring of budgets and finances. ● Responsible for legal matters and annual insurance renewal. (e.g CTT Cycling Time Trials and British Cycling) ● Check the club bank accounts at the end of every month and detail any unforeseen discrepancies to the committee. ● If you have stock (e.g. club kit, time trial equipment etc), make sure you keep detailed stock records and do regular stock takes liaising with committee members if necessary. ● Attention to detail, good decision maker, accountability and confidentiality. ● Keep clear records of everything that are easily accessible, do not work with club money in isolation. ● Keep any personal finances separate from club funds, this could lead to fraud. ● Keep receipts for all expenses and make sure these are in line with club policy on expenses. ● Keep the committee up to date with the club's financial position. ● Respond to requests from committee members for purchases. ● Publish the annual accounts (or a summary) for members to access at the AGM.

Responsibilities for all committee members	<ul style="list-style-type: none"> ● When on a club ride, take the role of a ride leader for the given group they are in. ● Encourage members to take an active part in running the club. ● Recruit new members for the committee when necessary. ● Make sure new members are made welcome and looked after. ● Represent the club at local, county, and national levels. ● Promote the club.
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	<ul style="list-style-type: none"> • Actively engage and offer any new idea in Committee meetings, for the interest of the club. • Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children

All committee members are to adhere to the General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).