



LBT Volunteer Job Description

Title: Club Treasurer

Current holder:	See Organisational Chart
Contact e mail address	Club.treasurer@lbt.org.uk
Type of volunteering	To act as the official treasurer for LBT, to recruit and or train additional skilled volunteers to assist and to chair any financial sub-committee set up or deemed necessary by the main committee.
Main purpose of volunteering	Maintain accounts; allocate any funding that the club attains, including payment of expenses, to plan, set and prepare budgets, structures and reports that assist good practice and deal with any other financial matters that arise.
Responsible to	The LBT committee.
Competencies / experience required	Be an honest, well-organised person who is able to keep clear records and be prepared to make financial decisions on behalf of the committee.
Commitment required	Attending approximately 8-10 x 2 hour meetings per year. Maintaining the club bank account and overseeing payments and receipts. Producing annual accounts for the club, plus more frequent accounting and budgeting information as requested by the LBT committee.
Benefits to self	Working on a club committee and seeing improved financial organisation and development within the club.
Benefits to community	A well-run, efficiently financed club that is beneficial to the club's members.
Support received from	The club committee and Regional Development Officer where appropriate.
Is this volunteer opportunity open to disabled persons?	Yes.