



Thornbury & South Gloucestershire Amateur Radio Club

The Chantry, Thornbury, Gloucestershire. <http://tsgarc.uk>

Terms of Reference : Treasurer

The information specified below describes the responsibilities of a treasurer:

- Ensure all membership subscriptions are collected
- Ensure members sign in weekly and collect the weekly subscriptions
- Ensure that all monies collected are recorded and banked regularly
- Maintain both current and savings accounts at the nominated bank
- Receive fully discounted invoices from the Chantry for rent and ensure rapid payment
- Maintain a ledger that records all the club's financial transactions
- Own the relationship with the HSBC bank used by the club
- Advise the committee on the financial state of the club
- Provide an annual record of income and expenditure and inform the club at their general meetings
- Organise bank mandates as required
- Ensure a comprehensive and complete handover of duties, knowledge and all club data/records to your successor so the club business is not impacted.