



Job Title: Club Treasurer

Appointment by: Election at AGM

Tenure: 1 year

Estimated time commitment: 6-8 hours per week

Overview:

The Treasurer of the Youth Bowling Club is responsible for managing the club's financial resources, ensuring that they are used efficiently and effectively to support the club's activities and initiatives. The Treasurer plays a critical role in maintaining the financial stability and sustainability of the club. The holder of this role must be a BTBA member and hold a valid safeguarding license.

Key Responsibilities:

- Developing and managing the club's budget, ensuring that it aligns with the club's mission and priorities
- Maintaining accurate and up-to-date financial records, including income, expenses, and receipts
- Preparing regular financial reports for the executive board and members
- Ensuring that all financial transactions comply with relevant regulations and policies
- Managing the club's bank accounts and investments, and reconciling statements
- Collecting and managing membership dues, donations, and sponsorships
- Paying bills and invoices on behalf of the club
- Coordinating with the executive board and event planners to ensure that events are budgeted appropriately and costs are managed effectively
- Identifying opportunities for cost savings and revenue generation for the club
- Supporting the President and other executive board members in fulfilling their roles

Desirable Qualities & Experience:

- Strong financial management and budgeting skills
- Attention to detail and accuracy in record-keeping
- Knowledge of relevant regulations and policies related to financial management
- Excellent communication and interpersonal skills
- Ability to work collaboratively with others as part of a team
- Experience in nonprofit or volunteer organizations is an asset
- Familiarity with accounting software and tools
- Availability to attend club meetings and events

The Treasurer of the Youth Bowling Club is a critical member of the executive board, ensuring that the club's financial resources are managed efficiently and effectively to support the club's mission and initiatives.

The successful candidate will be an experienced financial manager with strong budgeting and accounting skills, attention to detail, and a commitment to transparency and compliance.

If you meet the qualifications and are committed to supporting the club's financial stability and sustainability, we encourage you to stand for this exciting opportunity.