

## **DOVER ROWING CLUB**

# **TREASURER**

### ***ACCOUNTABLE OR RESPONSIBLE FOR:***

- ☺ Keeping up-to-date accounts of DRC finances
- ☺ Report to monthly Committee meetings with details of the accounts
- ☺ Ensure club boats/equipment/members are adequately insured
- ☺ Ensure public liability insurance is maintained
- ☺ Ensure DRC accounts are audited on an Annual basis
- ☺ Report of annual DRC accounts presented to AGM
- ☺ Keep an up to date record of members subscription payments
- ☺ Liaise with secretary regarding membership payments
- ☺ Submit details of club accounts to any relevant awarding bodies
- ☺ Payment of DRC bills in a timely manner
- ☺ Banking of DRC monies in a timely manner
- ☺ Joint Official signatory on club accounts (along with the Chairperson)