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| **Role** | Treasurer |
| **Committee Status** | Core GNC Committee Member |
| **Responsible to** | GNC Chair Person |
| **Works with** | 1. GNC Chair Person to communicate progress against the budget and to highlight areas of concern. 2. GNC Coaches and Captains to organise the collection of match subs and claim forms. 3. GNC Fixtures Secretary to confirm court bookings and invoices. 4. Committee sub group leads to set and monitor sub group budgets where appropriate. 5. Other GNC Committee members and club members as necessary. |

**Roles & Responsibilities:**

1. Attend 8 weekly GNC Committee meetings providing balance updates and any other   
    relevant information.
2. Manage the GNC accounts including:

* Maintaining up to date records of income and expenditure
* Payment of league entry fees
* Payment of monthly court hire invoices
* Payment of player membership fees to England Netball via Netball Connected (when necessary)
* Payment of expense claim forms
* Payment of coaches, umpires and scorers
* Collection of match fees (monthly)
* Collection of indoor training fees via Netball Connected
* Reconcile accounts to bank statements
* Ensure cheque signatories are in place
* Raising sponsor invoices

1. Work with Committee members to establish and monitor a yearly budget linked to the GNC   
    Development Plan.
2. Produce and present a balance sheet and annual report on GNC’s finances at the Annual   
    General Meeting.
3. Put forward financial proposals at the Annual General Meeting.
4. Be the go-to person for any financial questions for club members and The GNC Committee.
5. Organise an annual external audit of GNC’s accounts.
6. Carry out all roles and responsibilities in line with the GNC Privacy Policy and all other   
    relevant policies and procedures.
7. Be a positive role model for GNC club members/ volunteers by upholding the GNC Code of   
    Conduct and acting as an ambassador of the club.