

# Cawthorne Choral Society

## Role Description: TREASURER

### PURPOSE

To assist the Chair and committee in the coordination of activities required to achieve the objects of the Society as set out in its Constitution document.

Whilst the Committee retains overall responsibility for control of the Society's finances, the purpose of the Treasurer's role is to advise the Committee on all aspects of financial matters and ensure that the Society's finances are managed in accordance with and used solely for the purposes set out by the Constitution and ensure the Society remains solvent.

### KEY RESPONSIBILITIES

1. To organise and monitor money owned by the society in savings and bank accounts.
2. To arrange for prompt banking of all monies received.
3. To pay, on or before the due date, all approved expenditure, including invoices and expenses claims.
4. To maintain a record of all income and expenditure transactions.
5. To provide a report to the Committee at each meeting providing up to date information on the Society's financial position.
6. To produce a report to the Committee after each concert or major event indicating the financial outcome of that event.
7. To produce independently examined year end final accounts for presentation to and discussion by all members at the AGM.
8. To advise the committee on pay to its Musical Director and Accompanist and any other payments where appropriate
9. To renew the insurance of the Society annually.