

# COMMITTEE POSITION RESPONSIBILITIES

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## CLUB TREASURER

- Working with the Chair, is responsible for ensuring the Club remains within budget as set by the Sport Officer and approved by the SU Sport Executive Committee
- Acts as a signatory on the Club's account for sums up to £1000
- Keeps regular accounts and spending plans for the year
- Brings account updates to Club Committee Meetings
- Knowledge and enforcement for the payment of Club Fees, including Club membership, BUCS fees and NGB membership fees
- Knowledge and enforcement for the payment of NGB and other Club affiliation fees
- Set up online products where appropriate
- Works with Chair to submit Club budget request
- Develop a detailed spending plan for the academic year before the start of Freshers' Week - this should be available to the SU Sport Officer on request

