

Southwell Lawn Tennis Club - Role of Hon. Treasurer

- 1) to keep accurate records of all financial matters relating to the Club
- 2) to prepare annual accounts of the Club's income, expenditure, liabilities and funds and to present these at the AGM or any EGM
- 3) to arrange payment of and receipt of any monies into or out of the Club's accounts in a fair and responsible manner in accordance with the procedures set out in the constitution
- 4) to raise invoices for any regular payments due to the Club
- 5) to monitor the Club's regular outgoings on services such as electricity and to arrange payments of any charges for these items
- 6) to attend the committee meetings, to contribute to the running of the Club and to promote the objects of the Club as defined in the constitution
- 7) to advise the committee on any actions or proposals which would improve or safeguard the financial interests of the Club