

SUNTRECKERS – Treasurer Job Description

TREASURER

General management responsibilities together with specific responsibilities in the following terms:

1. To control and operate the finances of the Association within the terms of the Articles and rules of Suntreckers Ltd
2. To keep up-to-date and accurate financial records showing all sums of money received and expended by the company and the matters in respect of which the receipt and expenditure takes place and a record of the assets and liabilities of the company and must show the financial position of the company at that time.
3. Discharge all debts of the Association as soon as practicable.
4. Arrange for the collection of all monies outstanding to the Association and initiate default procedures when instructed by National Committee to do so.
5. Receive and record all rally returns, if necessary obtaining the assistance of the National Rally Organiser.
6. Arrange for a written report to be produced at National Committee meetings when requested.
7. Advise the National Committee of any likely financial problems that may arise.
8. Recommend to the Committee and subsequently to an Annual General Meeting the annual subscription rate for the forthcoming year.
9. Prepare Annual Accounts in accordance with the Companies Act and Suntreckers Ltd rules at the end of each year and arrange for them to be filed in the correct format with Companies House in the prescribed time.
10. Report on the annual Financial Statements produced at each Annual General Meeting.
11. Safely store all paper records relating to the Company to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
12. Ensure that any electronic records other than emails relating to the Company are securely archived AT LEAST MONTHLY to satisfy our legal requirements as a Limited Company and as agreed by the National Committee.
Microsoft OneDrive currently offers 5GB of free cloud storage, which can be made accessible to other committee members if required. Use of the individual committee email is recommended to create a OneDrive account, which can then be transferred to a new committee member if necessary in future.
13. Any other duties reasonably falling within the purview of this post and agreed by the National Committee.