

Bridport Barracudas Swimming Club

Treasurer Job Description

Swimming Club

Income

1. To invoice on a termly basis the swimming fees to each individual family. This process is normally carried out so that the invoices and calendars get to the parents one week before training re starts. Second copy of invoice held on file as record for club.
2. Liaise with other club officials to ensure that any other mailings are sent out with invoice to save on postal costs.
3. Attend each swimming session to enable parents to pay their invoice. Each invoice should be paid within 30 days however parents can approach the Treasurer to discuss a payment plan.
4. Send out a red statement to parents after 30 days if payment has not been received.
5. Telephone parent if payment does not arrive after 60 days.

Registers

1. Once the invoices are prepared update the registers accordingly.
2. Attend each swimming session and write up the registers.
3. Once a week update the computer registers and reprint a fresh copy for the register file.
4. Email a copy of the updated register file to the various coaches weekly.
5. Ensure the register file has an up to date membership list in – for emergencies only (confidential)

Book Keeping

1. To pay all expenses when necessary
2. To bank on a weekly basis any income that has been received.
3. To prepare the books on a weekly basis to ensure that they are always up to date.
4. To reconcile to the bank on a weekly basis. (Bank account is online)
5. To liaise with the accountant to ensure that the end of year accounts are prepared within time.
6. Report to the committee at every committee meeting with a full financial report.
7. Liaise with the Leisure Centre on a monthly basis to discuss the outstanding account.
8. Prepare cash tins for functions.
9. Prepared cash forecasts when necessary.

Water Polo

1. Collect the money from Parent who collects the money and prepares the register at water polo.
2. Carry out the same duties as per income 1 to 5
3. Carry out the same duties as per book keeping 1 to 9

Membership

1. To ensure that welcome pack/rules are up to date.
2. Provide each parent with the relevant membership forms during their child's first swim.
3. Collect the form from the parents during the child's second swim.
4. Ensure that the parents receive an invoice for swimming fees and membership.
5. Update the Barracudas Membership database with the child's details
6. Update the ASA online database with the child's details and submit.
7. Reconcile the invoice for membership with the ASA to ensure that all submissions have been received and that the invoice is correct.
8. Agree the annual return from the ASA to ensure that all names on it are still fully paid members.
9. Ensure that a copy of the insurance renewal certificate is posted up onto the notice board. File the previous year and ensure that 40 years of certificates are held on file.

Fundraising

1. Address what funding is required with the Committee.
2. Access funding from various sources.
3. Complete forms where necessary.
4. Attended meetings with possible donors if required

Total Average Hours spent per week = 15 hours