



WCB JOB DESCRIPTION – ASSISTANT TREASURER

- Assist committee members
- Assist Treasurer on match days
- Member liaison.
- Prepare a successor

Task	Detail	When
Assist committee members	Assist with ticket issue and money collection on the bus, in the absence of the Treasurer and assist in anyway at AGM etc	As required
Member liaison.	Respond to requests from new and existing members for information. Bring to the attention of the Main Committee or represent any concerns or suggestions made by members informally outside of the committee	As required.
Prepare a successor	The preparing of a successor requires full briefings on the role, problem solving and mentoring.	As required