



WCB JOB DESCRIPTION – TREASURER

- Create and maintain admin framework for season
- Monitor coach requirements and liaise with Coach Provider on requirements.
- Maintaining records.
- Preparing a successor.
- Manage WCB budget.
- Collecting match day travel fares.
- Preparing Financial reports.
- Produce membership forms/information sheets for season.
- Distributing match day Tickets
- Member Liaison
- Collection of Membership Fees.
- Match day reconciliation.
- Maintaining Website

Task	Detail	When
Create and maintain admin framework for season.	Set up folders and number of spreadsheets to keep track of finances, membership, match attendance, coach lists, and money collections. Regular backups also required. This also include the production of membership forms, information sheets for all members and ensuring that they are put onto the website. All membership information is recorded by the WCB secretary so effective liaison is needed.	Beginning of each season and on a weekly basis.
Manage WCB Budget	Requires weekly/fortnightly/monthly management and reconciliation of bank statements, rectification including data entry to spreadsheets. Money is banked after each home game. This also requires financial reports to be prepared for the AGM in a timely manner. Advise Chair of any financial problems as required.	As required.
Produce membership forms/information sheets for season.	Membership form/information sheets are prepared and produced in timely fashion for upcoming season. These need to be hard copies and put on line.	As required.
Collection of Membership Fees	This is collected via cheque or cash both in post and on match day coaches. All money is banked and membership forms passed to WCB secretary for inclusion to WCB database.	Each home match day.
Monitor coach requirements and liaise with Coach provider on requirements and complaints.	Communicate with Ticket Secretary regarding coach size for each home fixture to enable appropriate bookings and alterations. Conduct effective liaison between coach provider and WCB for all bookings, complaints and any other business by email and phone.	2/3 weeks prior to each home fixture and as/when if requirement changes.

Distribution of home match tickets.	Ticket secretary brings home match tickets to the coach and hands them to the Treasurer for distribution. Money collected for tickets is paid to Ticket secretary on the coach either by cash or cheque. Receipts are prepared for this and signed by the Chairman and Ticket secretary to acknowledge payment.	Each home match day.
Collection of match day travel fares	Collect match day travel monies on the coach either by cheque or cash and also monitor BACS payments as required. Cheques are scrutinised for correct entries.	Each home match day.
Match day reconciliation	This includes maintaining a record of each match day information regarding coach size, passenger numbers, costs, monies taken etc. Money is reconciled and bank forms completed and taken to the bank at the earliest opportunity after the match day. The coach provider is paid as soon as the invoice is received by email from them normally by BACS.	As required
Website Updates	The website is updated as required with travel information and any information deemed important to WCB members.	As required
Member liaison.	Respond to requests from new and existing members for information – order dates, costs, pick up points, coach times, club rules, practical match day arrangements, etc.	As required
Coach provider appreciation.	Purchase and deliver a token of appreciation to coach provider – usually chocolates and a card at end of season end of season.	End of season
Prepare a successor	The preparing of a successor requires full briefings on the role, problem solving and mentoring.	As required