



Gorleston Lawn Tennis Club  
The Pavilion, Orde Avenue  
Gorleston, Great Yarmouth, NR31 6SZ  
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### **Treasurer Role - GLTC**

The treasurer is the person who takes on the responsibility for keeping accurate financial records and ensuring they relate closely to the development/business plan. In essence the treasurer is the day to day financial manager, working closely with the management committee to provide annual budgets and regular financial reports in order to make informed decisions and monitor performance against the budget.

Alongside this guidance note, there is some advice on business planning in the 'growth and retention' section of the LTA website that may provide you with further information and advice.

### **What makes a good Treasurer?**

Adequate time to perform the role  
Enthusiasm  
Good organisational skills  
Good communication skills  
Honesty and integrity  
An ability to keep record  
An ability to handle money and cheques carefully  
An ability to make decisions  
A good eye for detail  
Confidence with numbers

### **Roles and responsibilities**

- Keeps up to date records of all the financial transactions
- Reports regularly to the management committee on the financial status
- Identifies fund raising opportunities e.g., grants and sponsorship
- Prepares year end statements of accounts to be presented to the auditor
- Presents end of year financial report to the AGM
- Is responsible for financial planning including producing an annual budget and monitoring it throughout the year

### **Estimated Time Commitment**

10 management committee meetings per annum, 1 AGM, County AGM, other meetings as required

2 – 3 hour per week throughout the year

### **Key Relationships**

Coach, Management committee, County LTA Office

***This job description was approved by the Committee on 17/10/11***