



SLCGA HONORARY TREASURER

TITLE SLCGA Honorary Treasurer

RESPONSIBLE TO SLCGA Executive Committee

AREAS OF RESPONSIBILITIES

Key Tasks

- To administrate the finances of the association.
- Work with the SLCGA Executive Committee keeping the interests of the Association at the centre.
- To deal with payments and expenditure promptly
- To attend County meetings and to present a report at the General meetings and as necessary at Executive meetings.
- To liaise with the Executive committee on all proposed expenditure
- To have the accounts audited at the end of the financial year and to present those accounts to the AGM.
- To administer the Junior Coaching fund by paying invoices online and keeping a spreadsheet of monies in and out. There is no responsibility for budgeting or to give reports on finances as this is dealt with by the Junior Coaching Administrator.

QUALIFICATIONS

Good understanding of golf, experience and, if possible, some prior knowledge of County administration.

PERSON SPECIFICATION

Good communication skills.

Free time which is flexible.

Ability to use information technology is essential

Excellent organisational skills.

SELECTION PROCESS - Nominated and proposed and seconded by two clubs. Decision taken by the County Executive Committee and ratified at the AGM

TERM OF OFFICE - Three years and then re- selected on an annual basis by the County Executive Committee and ratified at the AGM

EXPENSES

The County will reimburse the Honorary Treasurer for travel and with postage, printing and stationery costs.

October 2014

Updated August 2018