



CARMARTHENSHIRE & PEMBROKESHIRE
LADIES COUNTY GOLF ASSOCIATION



COUNTY TREASURER – JOB DESCRIPTION

PURPOSE OF ROLE

Hold office as a member of the Executive Committee with responsibility for the accurate and timely management of the financial systems and budgets for the C&PLCGA.

MAIN RESPONSIBILITIES

- Maintain cashbook, recording details of all income and expenditure.
- Bank all cash and cheques received on a regular basis.
- Pay all invoices and expense claims received on a regular basis.
- Ensure all annual bills eg insurance/subscriptions are paid
- Monitor actual income and expenditure.
- Liaise with County Competition Secretary with regarding to budgets needed for all County Competitions and to ensure that competition entry fees are reconciled.
- Agree prize funds and purchase prize vouchers as necessary.
- Attend Executive Committee and Club Delegates' meetings and provide narrative on the accounts.
- Attend Annual General Meeting and present annual report and accounts.
- Liaise with, and produce invoices for, all member clubs on an annual basis regarding affiliation subscriptions. Ensure collections of all fees.

The County Treasurer will be elected at the Annual General Meeting of the C&PLCGA and will hold the post for a period of three years.