



Terms of Reference

Treasurer

Open and maintain bank account for club funds (if possible).

Receive and safeguard member entry fees for all competitions and knockouts.

Receive and safeguard funds received for charity events.

Reimburse committee members for approved expenses.

Prepare winner sheets and issue vouchers in coordination with Competition Secretary and IT Member.

Prepare monthly financial statements to be published on website.

Prepare year-end financial statements for auditor and present at AGM.

Work with Competition Secretary to determine value of OOM prizes and issue vouchers as necessary.

Participate in Committee Meetings.

Provide financial records for end of year financial audit.