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| Chelmsford & District Junior Netball League | **League Treasurer** |

**Role Description: Updated April 2024**

**A League Treasurer will…**

* Be a full voting member of the Chelmsford Junior Netball League
* Attend meetings
* Deal with queries and correspondence directed to them
* Deal with matters arising from meetings promptly
* Attend other functions/events as required
* Prepare a report for the AGM
* Attend the AGM

**Key roles of the League Treasurer:**

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| * Prepare and issue court fee invoice to teams for League, Cup and Plate competitions
* Ensure all cheques/monies are banked and recorded.
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| * Ensure all invoices paid are recorded.
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| * All petty cash paid out to be accompanied with a receipt and recorded.
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| * Provide statement of accounts to meetings.
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| * Keep a copy of all receipts/invoices, etc for audit purposes.
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| * Arrange a review of the account at the end of the financial year.
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| * Pay committee members expenses and for refreshments.
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**The qualities of a League Treasurer**

* Financially qualified or qualified by experience
* Good communication and organisational skills
* Good record-keeping
* Transparent and honest
* Use of Sage Accounting Package an advantage
* IT skills including Word and Excel