



LBT Volunteer Job Description
Title: Treasurer

Current holder:	See Organisational Chart
Contact e-mail address	Club.treasurer@lbt.org.uk
Type of volunteering	The club chairperson, and other committee members, the regional committee and Regional Development Officer if appropriate.
Main purpose of volunteering	Maintain accounts; allocate any funding that the club attains, including payment of expenses, to plan, set and prepare budgets, structures and reports that assist good practice and deal with any other financial matters that arise.
Responsible to	The LBT committee
Competencies / experience required	Be an honest, well-organised person who is able to keep clear records and be prepared to make financial decisions on behalf of the committee.
Commitment required	Attending approximately 8-10 x 2 hour meetings per year. Maintaining the club bank account and overseeing payments and receipts. Producing annual accounts for the club, plus more frequent accounting and budgeting information as requested by the LBT committee.
Benefits to self	Working on a club committee and seeing improved financial organisation and development within the club.
Benefits to community	Working on a club committee and seeing improved financial organisation and development within the club.
Support received from:	The club committee and Regional Development Officer where appropriate.
Is this volunteer opportunity open to disabled persons?	Yes.