



## **SLCGA HONORARY TREASURER**

<b>TITLE</b>	SLCGA Honorary Treasurer
<b>RESPONSIBLE TO</b>	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 be responsible for the administration of the Junior Coaching Account, through review of the accounts and approval of payments, made by the Junior committee administrator. The Junior Coaching Administrator is responsible for budgeting and financial reporting of the Junior Coaching Account.

#### **QUALIFICATIONS**

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

#### **PERSON SPECIFICATION**

Understanding of accounts/financial knowledge.  
Ability to use information technology is essential.  
Good communication skills.  
Free time which is flexible.

**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.

Updated November 2024