



# Kent Netball Management Committee Role Profile

## TREASURER

### Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, as an Honorary Officer, the Treasurer will have sound knowledge of a management committee.

The role of Kent Netball Treasurer is held by the elected official for two years.

This role profile should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers.

### The Treasurer's role is to:

- report to the Chairperson;
- guide and advise the KNMC in the approval of budgets, accounts and financial statements, within a relevant financial policy framework;
- ensure that full financial records are kept for all transactions, and that proper financial procedures and controls are in place to safeguard KN's resources. Ensure that money received is only spent on the purposes for which it was intended;
- oversee the preparation of a realistic annual budget based on strategic and operating plans;
- oversee and report on the preparation and monitoring of monthly operating statements against budgeted figures. Keep the KNMC informed about its financial duties and responsibilities, ensuring that all KNMC members have a clear understanding of the accounts and the implications that they reveal. Present appropriate comments or recommendations to the KNMC;
- be responsible for the presentation of the annual accounts of KN for submission to the auditor and to the members at the AGM. Recommend to the KNMC the name of a suitable person to be appointed as Auditor;
- be responsible for the recommendation of the level of the Membership Fee to the KNMC;
- guide, coordinate, and chair the Finance Subcommittee. Attend meetings of the Honorary Officers' Subcommittee. Attend meetings of the other Subcommittees in an advisory capacity when required;
- represent KN at the L&SE Finance TSG; and
- champion the Marge Millar Award.

### Skills/Personal Qualities required of the Treasurer:

Honorary Officers are required to have good communication, interpersonal and leadership skills. This role will suit someone who has a financial qualification or relevant experience with experience of financial control and budgeting. This person will have sound knowledge of netball governance along with understanding of the roles/responsibilities of the KNMC.

An aspiring Honorary Officer will need to be willing to chair meetings and ensure that decisions are taken and followed-up. They will need to be a strong networker with knowledge of KN's key networks and be prepared to speak clearly and succinctly as the public face of KN.

The Treasurer will be capable of handling figures and cash. They will have the ability to analyse proposals, examine their financial consequences and be prepared to make unpopular recommendations to the KNMC.