



NSSA

Role of the Treasurer

Sets annual budget

Reviews training package costs on an annual basis and makes recommendations to members at the AGM

Manages NSSA income and cash flow

Maintains individual member financial accounts and sends electronic statements out on a minimum 2 monthly basis and more frequently during the competition season. Completes and annual reconciliation of each account.

Produces reports for the Committee including but not limited to:

- Income and expenditure report
- Bad debtors list
- Requests for payment plans

Pays invoices in accordance with NSSA rules

Liaises with volunteers who assist with fundraising and marketing to ensure appropriate information is reflected on the NSSA website

Supports other committee members to understand their roles

Assists in the production and review of NSSA Club Development Plan

Assists in planning and organising participation in national and international competitions, including but not limited to:

- Payment of competition entry fees
- Payment of travel arrangements, accommodation, meals and local travel, and insurance

Takes an active role in review of disciplinary matters in accordance with NSSA Disciplinary Procedure and Policy

Assists in the development of applications for fundraising/support

Produces annual report for the AGM

Arranges for production of annual accounts

Has due regard for the NSSA Confidentiality and Data Protection Policy and Procedures

Assists in other tasks as delegated by the Chair

Actively plans succession, induction and handover for new Treasurer