**Regional Committee**

**Treasurer**

**Role Description**

The role of Regional Committee Treasurer is a vitally important volunteer role supporting triathlon to develop sustainably in the region. Helping to ensure that the finances of the Regional Committee are allocated and spent appropriately provides the security for the Regional Committee to function properly.

As an integral part of the regional committee, being one of three ‘table officers’, you will support the financial stability of the region and provide foundations for the growth of triathlon locally.

Help and support is available through other volunteers locally and nationally, alongside the paid staff of Triathlon England. A network of other Regional Committee Treasurers can help to guide anyone new into the role and provide ongoing support.

You will already have some financial management and budgeting skills but anyone taking on the role will have a fantastic opportunity to increase their skills, develop themselves and help to grow our sport.

We encourage applications from a diverse range of people from all backgrounds and will work to support anyone with additional access requirements.

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| **Volunteer Role** | x Regional Committee Treasurer |
| **Main purpose of the role** | * To lead the financial planning and management of the Regional Committee * To oversee expenditure from the Regional Committee bank account * To act as a senior volunteer within the sport regionally * To form part of the Regional Committee |
| **Key functions of the role** | * Plan and present short- and medium-term income and expenditure plans and accounts for the Regional Committee * Oversee all expenditure from the Regional Committee bank account and ensure it is appropriate * Act as a signatory to the Regional Committee bank account * Provide an annual financial statement to the AGM * Provide financial reports to Triathlon England * Attend Regional Committee meetings, any relevant sub-committees, and any Triathlon England meetings as appropriate |
| **Responsible to** | * Chair of the Regional Committee * Members of the Regional Committee |
| **Support available** | * Regional Chair * Triathlon England staff * Director of Finance * Regional Manager * National Delivery Manager * Head of Clubs and Regions |
| **Pre-requisites for the role** | * Must be a member of Triathlon England * Must be resident in or a member of a club based in the region * Should have prior experience of financial planning and management – no formal qualifications required |
| **Competencies / Experience required for the role** | * Passionate about triathlon and developing and growing the sport * Good financial planning and management skills * Well-organised * Able to provide clear reports and explain financial information |
| Commitment required in the role | * A minimum of four regional meetings annually, plus the AGM * Possible attendance at regional sub-committees, if established * Some time between meetings to prepare financial reports * Availability to sign-off payments and to regularly monitor income and expenditure |
| Appointment and term of office | * Elected by either an AGM or EGM * Two-year term of office with eligibility to stand for re-election |