



Role Description – Assistant Treasurer

Purpose of the Role

- To assist the Treasurer in managing the financial affairs of Bowls Surrey

Appointment

- Appointed by Board at AGM to serve for a three-year period
- May be reappointed

Key Contacts

- Treasurer

Responsibilities

- Provide assistance to the Treasurer
- Be able to assume responsibility for the accounts if required
- Deputise for the Treasurer at Board meetings when necessary
- Act as signatory on all bank accounts

Time Required

- Unquantifiable time for assisting and possibly deputising for the Treasurer

Skills and Attributes Required

- Financial literacy
- Well organised
- Meticulous record-keeping and excellent attention to detail and accuracy
- Good verbal and written communication skills
- Good IT skills
- Ability to use accounting software