

# **TWAPS COMMITTEE MEMBERS ROLES AND RESPONSIBILITIES**

## **Role of Treasurer**

1. To attend Committee Meetings on designated dates and participate in Committee discussions.
2. To control and oversee society funds, arranging and making payments as deemed necessary by various means including arranging standing orders and direct debits.
3. To arrange Insurances on club property/assets where necessary.
4. To check Suppliers invoices for accuracy and arrange payment thereof, on a timely basis.
5. To supply a monthly analysis of the Society's Bank Accounts to allow members to understand income and expenditure, prior to the monthly Committee meeting.
6. To carry out/arrange an audit of the Societies monies.
7. Carry out any other tasks as may be reasonably requested by the Chairman or other Committee members.
8. To support any committee member in carrying out his or her duties.
9. To keep an accurate record of any out of pocket expenses incurred presenting the minutes i.e. printing, postage, petrol, etc.