



Oxfordshire Netball Development Board

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, the Treasurer will have sound knowledge of the management committee.

The role of the Oxfordshire Development Board Treasurer is held by the elected official for two years.

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

The Treasurer's role is to:

- Report to the Chairperson
- Guide and advise the ONDB 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 ONDB's resources. Ensure that money received is only spent on the purposes for which it is 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 operation statements against budgeted figures. Keep the ONND informed about its financial duties and responsibilities, ensuring that all ONDB members have a clear understanding of the accounts and the implications that they reveal. Present appropriate comments or recommendations to the ONDB.
- Be responsible for the presentation of the annual accounts for ONDB for submission to the auditor and to the members at the AGM. Recommend to the ONDB the name of a suitable person to be appointed as auditor.
- Be responsible for the recommendation of the level of Membership fee to ONDB.
- Guide, coordinate, and chair the Finance subcommittee for the ONJL, Cherwell League & ONL. Attend meetings in an advisory capacity when required.
- Represent ONDB at the South Region Finance TSG

Skills/Personal Qualities of the Treasurer:

A Treasurer is required to have good communication, interpersonal and leadership skills. This role will suit someone who has finance qualifications 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 ONDB.

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

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