

<b>AWE Judo Club</b>		
<b>Position</b>	AWE Judo Club Treasurer	
<b>Name</b>		
<b>Responsibilities</b>		
<p>The Club Treasurer shall:</p> <ul style="list-style-type: none"> <li>• be responsible for the finances of the club.</li> <li>• ensure that all club monies will be banked in an account held in the name of the club.</li> <li>• maintain a monthly balance sheet of all income and outgoings. Produce a summary balance of accounts as required for all meetings</li> <li>• ensure that the Club Licence is renewed every year</li> <li>• ensure that all members expense claims are legitimate and are paid promptly</li> <li>• ensure any cheques drawn against club funds should hold the signatures of the appropriate Club Officers.</li> <li>• Monitor the income into the bank from Nest and compare with the Nest membership managed by DD.</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Member of the British Judo Association, that is, holds a valid BJA Licence</li> <li>• The post holder must hold a current DBS certificate</li> </ul>		
<b>Appointed By</b>		
<b>Chair AWE Judo Club</b> (on behalf of the AWE Judo Club Committee)	Name Rod Drake	Date April 2023
<b>Secretary AWE Judo Club</b> (on behalf of the AWE Judo Club Committee)	Name Val Kelly	Date April 2023