



Minis Treasurer – Volunteer Role Description

Introduction

The Minis Treasurer will, in collaboration with the club Treasurer and the Minis Management Committee (MMC), create an annual budget against which he/she will report and monitor performance. All expenditure should be channelled via the Minis Treasurer and Bookkeeper and no financial commitments entered into until the expenditure has been pre-approved by the Minis Treasurer and Minis Chairperson. Expenditure in excess of budget will only be made with the club Treasurer's prior approval.

What you can do for your club

- ✓ Look after the Minis' finances to make money work for the Minis section and overall rugby club.
- ✓ Ensure the Minis section is delivering value for money for its members, players and CASC community status.
- ✓ Champion financial policies for the Minis section to ensure fairness and equality of opportunity, e.g. hardship funding, coaching fees or reimbursement of out of pocket expenses.
- ✓ Contribute to strategic business planning for the club's future.

The role

Reporting to the club Treasurer and Minis Chairperson you will:

- Plan the Minis budget each year – in conjunction with Bookkeeper, Minis Fixture Secretary, Minis Chairperson and Minis Vice-Chairperson.
- Support the Bookkeeper with transactions and payment approvals.
- Review monthly budget reports (produced by Bookkeeper) and provide feedback/guidance where required – keeping the club Treasurer and MMC informed of any trends and issues.
- Monitor Minis membership subscription income – in conjunction with Membership Secretary.
- Coordinate, with the Commercial Committee, on Minis programme advertising and any sponsorship opportunities.
- Coordinate any cross-Minis spend, e.g. kit or equipment at start of season (either through Club Shop or external suppliers).
- Support the club Treasurer with Minis' contribution to overall club finances.
- Support and provide guidance for any additional planned or ad-hoc initiatives, including Minis Tour.

Ideally you'll need to be

- Financially knowledgeable and numerate.
- Well organised with an inquisitive mind-set.
- Motivated and care about our rugby club (this is the key one – you don't need to be an accountant!).
- Able to commit an average 2-4 hours per month of your time.

What you'll get out of it

A club cannot function without carefully managing incomes and costs, so this is a key role within the club to help ensure the ongoing success of the Minis section and the important contributions it makes to the playing community, festivals and finances of the club. You'll get to understand and influence to how the Minis is administered, whilst fulfilling a respected role in the community and providing a vital service to the club.