



## JOB DESCRIPTION:

Treasurer

## ROLE:

- To oversee and manage the Clubs' finances.

## RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings
- Upholding the constitution and values of CLROC, Tread lightly Code and 4WD Code of Ethics.
- Provide a detailed monthly report to the Committee meeting and summary report to the General meeting.
- Manage day to day finances of CLROC
  - Checking and paying invoices and other expenses.
  - Banking monies and writing receipts as applicable
  - Recording incoming and outgoing expenditures in electronic cash books.
  - Monitoring internet banking and statements
  - Manage investment (generally transfer cash into an investment account after membership fees have come in).
- Liaise with the Advertising and Equipment portfolio holders in preparing Annual Financial Report.
- Organise Accountant (generally Paul Sheehan) to prepare report at end of financial year. Move a motion at AGM for the following year
- Present Annual Finance Report to Annual General Meeting.
- File a copy of Annual Financial Report with Incorporated Society after approval of the accounts at the AGM
- Change the address for service with the incorporated society as required.
- When Office Bearers/Officers of the club change, it may be necessary to organise the changing of signatories. Two signatories are required for all cheques/bank transactions
- Westpac Acct 030802 0095486 00 Canterbury Land Rover Owners Club Inc

## EQUIPMENT PROVIDED:

Laptop.

Key for C.L.R.O.C. mailbox 13-275 – N.Z. Post, Armagh Street, ChCh. After hours access code: 0487E

## SOFTWARE PROVIDED:

OneDrive account

Email: [clroc.treasurer@gmail.com](mailto:clroc.treasurer@gmail.com)

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.

Canterbury Land Rover Owners Club Inc. P.O. Box 13-275 Christchurch 8141

email: [clroc.secretary@gmail.com](mailto:clroc.secretary@gmail.com)

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