



## Role description

<b>Volunteer Job Title</b>	<b>Treasurer of the Duchy Youth Cricket league</b>
<b>Name, address and telephone number of Club /Organisation</b>	Responsible to the Cornwall Cricket Board Cornwall Cricket Centre, Truro College, College Rd, Truro, Cornwall, TR1 3XX 01872 267138 / 07785 722251
<b>Name of volunteer contact</b>	Joe Skinner, Cricket Development Manager
<b>Type of Volunteering</b>	To produce accounts and monitor finances of the Duchy Youth Cricket League and Cornwall Youth Cricket League (CYCL).
<b>Main Purpose of Volunteering</b>	<ol style="list-style-type: none"><li>1. Maintain accurate and up to date financial records for the Duchy Youth Cricket League</li><li>2. Establish and maintain club bank/building society account and banking arrangements</li><li>3. Produce and monitor annual budget</li><li>4. Report financial position to the committee</li><li>5. Collect and deposit all fees, subscriptions and funds</li><li>6. Prepare and issue receipts for monies received</li><li>7. Ensure that funds are spent appropriately</li><li>8. Explore funding opportunities for the Duchy Youth League</li><li>9. Pay any bills incurred</li><li>10. Prepare end of year financial report for AGM</li></ol>
<b>Responsible to</b>	Duchy Youth Committee and CYCL
<b>Competencies / Experience required</b>	<ul style="list-style-type: none"><li>• Good accountancy knowledge</li><li>• Great organisation skills</li><li>• Administrative skills]Good communicator</li></ul>
<b>Qualifications needed</b>	None
<b>Commitment required</b>	1 hour a week plus 4 meetings a year. Production of accounts and budget say 3 to 4 hours once a year
<b>Support/Training received</b>	Training provided can be provided..
<b>Is this Volunteer Opportunity open to disabled persons?</b>	Yes.