

Role Description: Treasurer



Purpose of the Role

To be responsible for club finances and spending.

To create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.

Duties and Responsibilities

- Help to create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.
- Be responsible for club finances and any relevant legislation/procedures.
- Forecast club finances for the next year and work with the Dojo Leader to create annual budgets.
- Purchase venues and equipment on behalf of the club.
- Ensure members are reimbursed for legitimate club spending.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Assist with recording and documenting any concerns, complaints or incidents which occur, and communicating with the Designated Safeguarding Lead as required.
- Assist the club officers with managing online social media and communities.
- Attend team meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

Training/Qualifications (to be provided as required)

- Safeguarding and child protection training
- Online community management training
- Equality and diversity training

Other

Appointment to this role is subject to satisfactory vetting and barring checks.