



## **DURHAM & CLEVELAND LTA TREASURER**

### **Responsibilities as an Executive Committee Member**

- To attend relevant formal meetings of the Association, LTA or Area Volunteer Forums as necessary
- To ensure the Executive Committee is aware of any issues relating to the above.
- To work with other Executive Committee members to carry out key responsibilities, such as:
  - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
  - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
  - To ensure effective and relevant communication to all key stakeholders.
  - To oversee commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of the funding, consider additional sources of funding and to be responsible for ensuring that high levels of financial control are being followed.
  - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
  - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Executive Committee and to the relevant stakeholders.
  - To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

### **Specific responsibilities**

- Establish and manage all financial processes.
- Control all Bank and Investment Accounts held by the Association (all subject to dual authorisation).
- Establish and maintain budgets and regularly review.
- Maintain detailed records of all income and expenditure.
- Ensure that invoices and expense claims are paid in a timely manner.
- Prepare regular financial statements and full accounting reports for audit and the AGM.
- Manage the loans scheme (if applicable), ensuring repayments are made.

### **Skills and knowledge**

- Recognised financial qualifications and skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- Effective organisation, communication, diplomacy and presentation skills.
- Knowledge of tennis and tennis club management, and of LTA direction and activities.
- Ability to work in a team and motivate others.

### **Time commitment**

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities.

The position is subject to re-election every 3 years and has a maximum term of nine years subject to the requirements of the Constitution of the Association.