



VOLUNTEERING OPPORTUNITIES

CLUB INFORMATION			
Organisation Name	Chester Gladiators Rugby League Football Club		
Contact Name	Jim Green	Telephone Number	07512 355396
Contact Address	Chester RUFC, Hare Lane, Littleton, Chester		
Post Code	CH3 7DB	Email	info@chestergladiators.com

VOLUNTEER ROLE DESCRIPTION	
Opportunity Title: Treasurer	
Opportunity description: The treasurer is ultimately responsible for insuring that the finances of the club are organised and managed effectively through a specific and separate club bank account.	
Duties of role: <ul style="list-style-type: none"> • Managing all income and expenditure, including banking arrangements • Managing legal requirements such as taxation and charitable status • Reports regularly to the committee on the club's financial status • Prepares /presents audited financial year end report to AGM • Financial planning, budgeting and monitoring throughout the year 	
Who do the volunteers need to report to? Chairman	
Please state the day(s) and times required for volunteering: Attendance at quarterly committee meetings and the AGM. Financial information/reports are required from you quarterly.	
Preferred age range of volunteer: 16+	
Anticipated duration of role: March to September	

PERSONAL QUALITIES, SKILLS & EXPERIENCE			
Personal Qualities	<ul style="list-style-type: none"> • Great organisation skills • Good administrative/IT skills • Communication skills • Attention to detail • Ability to handle money and cheques carefully 	Desirable Qualifications	<ul style="list-style-type: none"> • Good accountancy knowledge

	<ul style="list-style-type: none"> Confidence with numbers 		
Training Support – please state any training available: Club will seek to aid continuous development of volunteers skills by contributing towards costs of undertaking relevant qualifications and courses wherever possible.			
Expenses – details of travel/ expenses offered to volunteers and leaders: Role related expenses will be reimbursed			

VOLUNTEER POLICIES & PROCEDURES			
Insurance – Will volunteers and leaders be covered on the organisations insurance? Yes			
Membership – Will volunteers be offered temporary free membership of the club? Yes (For club liability insurance purposes)			
Risk – Does your organisation complete regular Risk Assessments for all venues used? Yes			
Child Protection Policy – Does your organisation have a current Child Protection Policy? Yes			
Vetting – Does your organisation carry out Criminal Record Bureau (CRB) checks? Yes			
Work with children (under 18) involved:	Yes	Work with adults involved:	Yes
Work with people with a disability involved:	No		