

The BMW Club Treasurer's Job Description

To be responsible for administration of Club financial matters according to policies provided by NCM, ensuring effective and efficient operations in the best interest of the Membership and to act as financial controller of the BMW Motorcycle Club Limited.

- *Provide accurate and full financial reports to the AGM ensuring production of authorised accounts in a timely manner.*
- *Attend NCM's to provide up to date information on financial matters.*
- *Liaise with 1. Section Treasurers. 2. National Event Organisers. 3. Club Register Secretaries. 4. Other Club Officers (Membership, Regalia, Tool Hire, Capitation, Advertising etc) to ensure adequate funding availability and timely and accurate accounting.*
- *To ensure that bills, invoices, VAT returns, expense claims etc are reviewed and completed in a timely manner to maintain the Club's reputation.*
- *Consult with the Club Accountant and Book Keeper and any other professional services as needed to comply with statutory requirements in relation to financial matters.*
- *Liaise with other external bodies from time to time.*

Previous version approved by NC on June 12th 2010

This version approved by NC on 13th June 2020