



Treasurer: Louise Lewis

RESPONSIBLE TO:	The Club committee and Saltire Team Gymnastics Club
SKILLS REQUIRED:	<ul style="list-style-type: none">• Good organisational skills• Ability to keep accurate financial records• Confident about handling figures and money• Honest & transparent• Prepared to make a regular time commitment
MAIN DUTIES:	<ul style="list-style-type: none">• Sole responsibility for the club finances (raised through monthly subscriptions and fundraising)• Deal efficiently and effectively with all invoices and bills• Keep up to date records of all the financial transactions• Ensure that funds are spent properly• Record all money received• Attend committee meetings and present the budget report• Lead PR led awareness of Midlothian Teamgym along with the head coach and treasurer