

**TERMS OF REFERENCE FOR THE HONORARY TREASURER
OF THE
ROYAL SOLENT YACHT CLUB**

1. Title

Honorary Treasurer.

2. Appointment

The Honorary Treasurer is one of the Officers of the Royal Solent Yacht Club, and is elected at Annual General Meetings in accordance with Rule 13, and shall serve until such time as the General Committee or the Honorary Treasurer shall decide otherwise.

A vacancy arising in the office of Honorary Treasurer may be filled by the General Committee until the next AGM.

3. Specific tasks and activities undertaken by the Honorary Treasurer

3.1 Being a director of the Royal Solent Yacht Club Ltd.

3.2 Being the Company Secretary.

3.3 Being an ex-officio member of the General Committee.

3.4 Being the Chair Finance and Administration Committee.

3.5 Together with the Flag Officers, welcoming visiting clubs and association members as appropriate.

3.6 Being a signatory for cheques and authorising electronic payments.

3.7 Liaising with the Club's Accounts Administrator for the preparation of the monthly finance report.

3.8 Liaising with the Club's external auditors as required and during the annual audit of the Club's accounts.

3.9 Presenting the monthly financial report to the Finance and Administration Committee and to the General Committee.

4. Finance and Administration Committee and General Committee Meetings

Are normally held monthly.

5. Reporting

The Honorary Treasurer reports to the Commodore and the General Committee. It is considered good practice for the Honorary Treasurer to keep the Commodore apprised of all discussions and actions as they occur.

6. Executive Action

Executive actions are conducted through the Club Secretary.

7. Review of this TOR document

This document should be reviewed every 5 years.

Approved by the General Committee on 27th May 2022