



Roles & Responsibilities

Treasurer

- Co-manage and take on co-Directorship for Garforth Tigers Ltd (lease with LCC)
- Prepare and set budgets and control costs with Management Committee.
- Manages collection of subscriptions via agreed method and provide monthly update of paying players
- Administers club accounts; ensuring bank account kept current and all bank documentation distributed.
- Prepares income and expenditure accounts and presents to management committee quarterly.
- Pays all fee's/bills in agreement with Management Committee; including responsibility for managing utilities and insurance for the changing rooms.
- Monthly checks for fines from the RFL/League.

Garforth Tigers ARLFC, Glebelands, Ninelands Lane, Garforth, Leeds, LS25 1NT

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Chairman: Mark Wood **Secretary:** Sarah Wood **Treasurer:** Ian Watkinson
Club Welfare Officer: Cath East **Club Development Manager:** Matt Forward