**Honorary Treasurer - Job Description**

The Honorary Treasurer is a voting member of the Munster Branch and attends meetings of the committee, which are usually monthly. Each month a report is prepared for the meeting to update the committee on Branch finances.

The treasurer is the chairperson of the Finance Committee which meets when necessary to discuss financial matters and report back to the Branch. More details about this committee are in the constitution.

The financial year is from 1st January – 31st December.

The Treasurer is responsible for all accounts authorised by the Branch, including the following

* Detailed recording of all income and expenditure throughout the year
* Administrating the Online Banking which is in the process of being set up
* Invoicing clubs and schools for affiliation fees due
* Invoicing clubs for fines due
* Payment of all bills/expenses incurred
* Preparing records/accounts for the nominated accountant who prepares both the Balance Sheet and the Income and Expenditure Account on behalf of the Branch. These are distributed before the AGM to the relevant people as per the constitution.

The Treasurer also has certain responsibilities in connection with the U16/U18 Interpros. (See Interpros manager guidelines)

These include

* Informing managers about the costs to be paid by each player
* Writing to the schools/clubs informing them of the players selected to the Squad, cost to their players and asking that they make a contribution of one third towards these costs.
* Booking hotel accommodation for officials and team members.
* Booking transport for the squads in conjunction with the managers
* Organising payment for the various costs involved in the Interpros.

At present the treasurer is also responsible for booking rooms for Branch meetings etc.