



Volunteer with the West of England Billiards & Snooker Foundation

Who are we?

The West of England Billiards & Snooker Foundation (WEBSF) is a not-for-profit community group which is maintained by a team of volunteers. The main aim of the Foundation is to increase enjoyment and participation in the sports of billiards and snooker regardless of a person's age or ability. We are proud to have served the community since 2004 and are always looking for additional volunteers to help us become more sustainable.

The information below provides further information about the volunteering opportunity available.

Role title:	Treasurer
Responsible to:	WEBSF Champion / Volunteer Co-ordinator WEBSF Deputy Champion / Volunteer Co-ordinator
Location:	This volunteering role can be undertaken anywhere within the geographical area known as the West of England. This covers Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire.
Role objectives:	As a volunteer Treasurer, you will be able to support the work of the Foundation in its endeavours to maintain and grow its financial sustainability.
Outline of tasks:	<ul style="list-style-type: none"> • Maintain accurate records of the Foundation's income and expenditure • Operate within the framework of the WEBSF Financial Procedures Manual • Banking of petty cash • Ensure that all payments are made in a timely manner • Conduct monthly reconciliation checks • Support the WEBSF Management Team in ensuring the Foundation continues to operate within its financial aims and objectives • Liaise with the WEBSF accountant as appropriate • Produce an annual Finance Report with support from the Volunteer Co-ordinator, WEBSF Champion and WEBSF Deputy.
Measurements of performance:	<ul style="list-style-type: none"> • Feedback from the Volunteer Co-ordinators • Feedback from the WEBSF accountant

Desirable qualities and skills:	<ul style="list-style-type: none"> • Basic knowledge of Quick Books (although training can be provided) • Basic knowledge of online banking • Report writing
Expectations:	To adhere to the 'Code of conduct for volunteers' and WEBSF policies, procedures and guidance.
Training and support:	Basic role specific training will be provided through one-to-one or group based discussions. Other specialist training will be sought as appropriate and may also be dependent upon obtaining additional funding.
Expenses:	We will reimburse out of pocket expenses in line with our Volunteers Expenses Policy document.
Benefits of volunteering:	Volunteering is not only an opportunity to put something back into the community but can also help you develop new skills for future employment as well as meet different people. You will be able to make a difference to people living within the community. We are happy to provide references for volunteers as appropriate.
Application process:	<ul style="list-style-type: none"> • Application form • Reference checks (x2) • Informal interview