

Tockington Archers

Committee Member Post profile

Tockington Archers is a club run by the members for the members for the enjoyment of archery. All committee posts are filled and performed by volunteers who are appointed in accordance with the club constitution.

Post:

Club Treasurer

Duties of the Post:

It is the duty of the post holder to:

1. Control, monitor and maintain the club finances.
 - Income and expenditure
 - Bank and building society accounts
 - Insurance of the club equipment and members indemnity.
2. Maintain the records of club finances.
3. Attend committee meetings.
4. Keep the other members of the committee informed as to the condition of the club financial position and any concerns associated.
5. Maintain records of membership fees paid and due and advising the committee of any changes that may be required to enable the club to remain solvent and functional.
6. Liase with GNAS and GAS in matters concerning affiliation fees, county fees, hire charges and all matters fiscal where applicable.
7. Prepare and present a Club Treasurer's report at the AGM.