



Secretary

Job Description

Role: Treasurer

The Treasurer role is formed of 3 main parts which could be done by 1 person or 2-3 persons.

Committee Meetings

Before:

Review minutes from last month and emails received to consider topics for agenda.

Email relevant persons for an update to consider whether there is anything to go onto agenda.

Draft agenda and send out at least 4-5 days before to the committee meeting and ask for anything else for agenda.

Apologies received and noted.

Attend meeting , take minutes.

After meeting:

Write up minutes and chase up the various actions such as to contact persons. (There are on average 3 jobs arising from the minutes.)

Minutes sent to the committee for approval before putting on website.

AGM

With the committee, the agenda is considered issues arising from last year.

In liaison with the treasurer notices prepared calling the meeting and send to all members. I

Prepare the annual report

Send out reminders for AGM and updated agenda.

Attend AGM and take minutes and help with votes etc. Then write up the minutes and distribute.

After AGM amend details of committee members.

Report to the Charity Commissioners

E mails.

Review these and forward as appropriate. For this it is best to have some one who understands the club structure and personnel. This is not very onerous, slightly more contacts in the summer.

The club email also receives water pollution alerts (important to forward in the summer to leaders)

Maintaining club records.

This requires some IT knowledge and organisation skills.

Info is sometimes needed for Insurance documents, fund raising and BCU.

The BCU require the annual affiliation return.

Records and biannual returns for Club Mark and TOP Club.