

Axminster Woodturners Club 2021

Role of Treasurer

Record attendance at monthly meetings; collect monthly fees and process petty cash.
Maintain a current bank account with an up to date list of signatories (committee officers) <i>and for 2021 / 2022, upgrade to an account facilitating online banking.</i>
Make deposits into the club bank account and hold bank statements. Make itemised records of income and expenditure and inform the Executive Committee of current balances.
Prepare and present annual accounts to the AGM.
Apply for the annual AWGB Demonstrator grant.
Act as Membership Secretary: collect annual fees, collect, store and distribute (Executive Committee only) members' contact details subject to GDPR compliance.
Liaise with the AWGB membership secretary to pay annual AWGB fees.
Maintain up to date insurance documents, dealing with payment and issues arising as necessary.
Answer questions and enquiries from club members.
Work closely with the Chair, Vice Chair and Secretary.
Arrange scrutiny of the annual accounts.

July 2021