

Role Description

Groups Treasurer

The Groups Treasurer is responsible for:

1. Managing the cost of Venue Hire by Interest Groups by:
 - Paying in monies received from Group Co-ordinators and ring-fencing it for their Interest Group
 - Checking and paying invoices received from venues
 - Inform Group Co-ordinators if their funds are getting low to pay for their venue hire
 - Inform Group Co-ordinators if their funds exceed £100 of expected venue hire
2. Managing the cost of Coach Trips by:
 - Paying in monies received from the Coach Trip organiser for the trip
 - Checking and paying invoices received from the Coach Trip organiser
3. Produce a report on the financial position to the trustees at committee meetings
4. Produce accounts for the Treasurer for inclusion in the Annual Statement of Accounts before being presented, via the executive committee, at WU3A AGM
5. It would be desirable, but not essential, to attend Monthly Meetings and Coffee Mornings.
6. To ensure that appropriate arrangements are made for cover during any absence.

Reviewed & Updated April 2018