

# The Armourers' Association



## Treasurer Job Description

It is the Treasurer's responsibility to:-

- (1) Manage the Association bank account, ensuring that the bank mandate and signatories are kept up to date.
- (2) Ensure that sufficient funds are available in the current account to cover immediate needs.
- (3) Ensure that funds in the savings account are monitored to maximise any interest income.

**Note:** *Though the Association is a non-profit making concern it is deemed advisable to maintain our accounts in credit sufficient to cover unforeseen commitments.*

- (4) Control the use of credit/debit cards for committee members.
- (5) Maintain an accurate account of the Association's finances and produce a statement and balance sheet annually for audit. A copy of the Annual Balance sheet will be sent out to all members with the Annual Newsletter for their acceptance or otherwise.
- (6) Provide an updated statement of accounts at each committee meeting for the approval of committee members present.
- (7) Collect subscriptions from members attending Association functions.
- (8) Arrange insurance for the President's badge.
- (9) Arrange insurance for Association activities, such as the annual reunion dinner.
- (10) Keep the committee informed on all matters concerning the Association accounts.
- (11) Promote and control the sale of Association goods. This to be managed through the Association web site, where payment can be made online via credit/debit card, bank transfer (BACS) or by sending a cheque to the Treasurer.
  - a. Management of the Association goods is via the web site with the role of Editor. Full details for the web site management are contained in the Web Site Admin job description.