



Somerset County Archery Association

***** Role of the Independent Examiner ***
(TR20)**

INTRODUCTION

The position of Independent Examiner is extremely important for the Association. As an elected member of The Association you will also be a member of the Council under Clauses 24 and 29 of the Association's Constitution which states:

The Council shall comprise of the Officers, the Retiring Chairman, Specialist Officers elected at the Annual General Meeting, Co-opted Members, and one member from each affiliated Club

It is important for the protection of the Association and individual officers holding positions associated with financial responsibilities that the accounts are examined by an independent examiner at the end of every financial year in accordance with Clauses 10, 41 and 43f) the Association's Constitution.

SPECIFIC DUTIES & RESPONSIBILITIES

The following will be the specific responsibility of the Independent Examiner who shall:

- 1) Carry out a full examination of all receipts and payments made on behalf of the Association; This will include:
- 2) All accounts held with financial institutions under the Association's name;
- 3) Equipment and other property held by the Association;
- 4) Complete financial report using appropriate reporting form attached;
- 5) Make recommendations on how to improve the Association's accounting processes;
- 6) Attend the Annual General Meeting to give a full report and answer questions on the examination carried out on the Association's accounts;

The above could be subject to change should the Association's Constitution be amended or if duties or specific tasks need to be amended.

REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Share and uphold the aims and objectives of the Association;
- 5) Independent of all or any of the Association's financial management, control or administration processes, including an officer with any budgetary responsibility.