



Somerset County Archery Association

***** Role of the Honorary Treasurer *****
(TR6)
31st May 2017

INTRODUCTION

The position of Secretary is extremely important for the Association. As an elected member of The Association you will also be a member of the Executive Committee under Clause 24 of the Association's Constitution which states:

- (a) The Council shall consist of the Officers, the Retiring Chairperson, Specialist Members elected at the Annual General Meeting, Specialist Officers, Co-opted Members, Individual (Direct) Members and one member from each affiliated Club. Co-opted Members can be members of the Association and if appropriate external to the Association eg AGB, GWAS.
- (b) The Officers of the Association shall be the President, three Vice Presidents, the Chairperson, the Honorary Secretary, the Honorary Treasurer, and any individual co-opted to one of these offices in a temporary capacity.
- (c) Executive Committee shall comprise the following Officers of the Association; the Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer and Development Officer. The President and Vice Presidents shall have ex officio status. In the event that the above Officers represent less than three Clubs, an additional member for the Executive Committee shall be added from the elected officers of the Association and from a third club. No one person may hold more than one of these named position.
- (d) Between Council meetings, the Executive Committee shall have full powers to act on behalf of the Association, consulting wherever possible with other members of the Council. They may act and they shall have the authority to:

- i) Co-opt in an advisory capacity any person whom they think fit, such person(s) acting purely as adviser and having no power of vote;
- ii) Appoint such Sub-Committees as may be requisite and may delegate such powers as are necessary. The Personnel of such Sub-Committees shall be named formally upon appointment and such appointments shall be recorded in the minutes of that meeting;

The Sub-Committee shall be empowered to consult any person in an advisory capacity but shall not be empowered to co-opt such person(s) onto the Sub-Committee;

- iii) Act on behalf of the Association in case of any emergency;
- iv) A quorum for a meeting of the Executive Committee shall be three persons who are members thereof and shall include at least one from the Chairperson, Secretary and Treasurer and must represent at least two clubs;
- v) Where it is necessary to determine any issue by voting the members of the Executive Committee, except for the chairperson of the meeting, shall each have a single vote. The President and Vice Presidents will have no vote;
- vi) The result shall be decided by simple majority;
- vii) The chairperson of the meeting shall only have a casting vote;

- viii) Minutes shall be kept of all meetings of the Executive Committee and a copy of those minutes shall be presented at the next meeting of the Council, except where the sensitivity of individual matters renders this inappropriate or illegal;
- ix) There shall be no limit to the number of consecutive terms that any individual may serve as a member of the Executive Committee other than the Chairperson (see Clause 27).

SPECIFIC DUTIES & REPOSNSIBILITIES

The following will be the specific responsibility of the Honorary Treasurer who shall:

- 1) Keep an accurate account of the Association's Receipts and Payments;
- 2) Maintain the current Bank Account and other Savings Accounts as approved by the Association;
- 3) Produce an Independently Examined and verified Annual Balance Sheet for Examination and presentation to the Annual General Meeting;
- 4) Produce a financial report to the Council meetings;
- 5) Receive and record affiliation monies for the Association and forward affiliation monies GWAS;
 - a. Note: Failure to comply with this commitment could result in AGB Public Liability Insurance pertaining to offending Club or Individual becoming invalid;
- 6) Liaise with Affiliated Clubs within the County to ensure subscriptions are received from clubs for members affiliating to the Association. Such subscriptions shall become due one month prior to the final date given for National Subscriptions;
- 7) To maintain a record of all members affiliated to Clubs within the County;
- 8) Prepare the accounts ready for Independent Examination as laid in Clause 10;
- 9) To attend County meetings whenever possible and give a report.

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