



DISTRICT TREASURER Job Description & Responsibilities

Responsibilities

Rule 9 states: "There shall be six Districts of the Association ... each holding at least three meetings yearly. The first of the three shall be the Annual District Meeting at which shall be elected four Honorary Officers. These shall be District Master, Deputy District Master, and either a) District Secretary and District Treasurer (two persons) or b) District Secretary and Treasurer (one person) and one representative to serve on the Executive Committee. All District officers shall be at least 18 years of age. The General Secretary shall be notified, in writing, of these appointments immediately."

Rule 11 states: "The District Secretaries shall arrange District Meetings and carry out decisions thereof, record the Minutes, and the District Treasurer shall collect subscriptions and make payments within their Districts, give and receive vouchers for monies passed and hand the Treasurer sums which are due, rendering accounts to the Treasurer not later than the first Saturday in January"

District Officers are members of the Executive Committee and are expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive Committee are charity trustees under the Charity Act.

The Role

Whilst the role may vary slightly from District to District, the main tasks are as follows:

- Collect subscriptions
- Collect all money raised from raffles, social functions etc and pay into Association bank account as soon as possible
- Provide the Association Treasurer with details of payments made the Association bank account
- Keep District Accounts and submit to the Association Treasurer
- Encourage membership of the Association and the achievement of its aims and objectives.