



Staffordshire Archery Association

Treasurer Job Description

- Nominations must be affiliated to AGB, County and West Midland Archery Association.
- The Nomination for the Treasurer is to be elected at a County Annual General Meeting.
- Receive, bank and record all financial transactions relating to Staffordshire Archery Association.
- To give financial advice relating to County Business.
- To receive annual membership fees from the Clubs for the County and Region and maintain a database of the Association membership.
- To receive and pay all invoices relating to Staffordshire Archery Association.
- To arrange for and submit a full statement of accounts to the Auditors prior to the County AGM.
- To submit copies of a full audited account/balance sheet at the AGM.
- To manage all bank income relating to Staffordshire Archery Association.
- To attend all County meetings whenever possible and give a full and frank report of the Associations accounts.