

## SE District Treasurer Role Descriptor for 2025

Task	Level of responsibility		Notes
	main	shared	
<b>District Events</b>			
Organise collection of donations at SE District Ringing Events, and refreshment money [if required]			Ensure the 'SE District pot' is ready and visible to collect donations, at all District Events.
Ensure the appropriate donations to tower[s] visited are made at each District Ringing Event			£15 donations left in 2024
Transfer any SE District funds over £100 to Guild Treasurer for General Fund			Cash banked at Barclays
<b>SE District Committee Meetings</b>			
Attend SE Committee meetings			Notification of meeting dates shared asap by SE Chair after discussion as to most convenient day[s] of the week immediately after ADM on 07.12.24
<b>Annual District Meeting</b>			
Produce an 'Income & Expenditure' sheet dated from ADM to ADM as the SE Treasurer report			For ADM by mid-November to be included
Submit a 'statement of accounts' to the Guild Treasurer.			By 15th January [ <i>Suffolk Guild of Ringers M. District Rules 21</i> ]
<b>Membership</b>			
Send a subscription reminder for the following year - Subscriptions due on 1st January			Email SE members using Webmaster - prior to or just after ADM [November/December]
Collect all subscriptions due and forward them to the Guild Treasurer			BACS, cheque, cash payments received BACS made direct to Guild Treasurer Cash and cheques banked with Barclays [ <i>Suffolk Guild of Ringers M. District Rules 21</i> ]  Check subscription sum paid is correct for membership category for that year
Check and process new member subscription, inline with information on membership application form			Liaise with SE Secretary
Respond to queries from Guild Treasurer regarding subscription payments			Liaise with Guild Treasurer, SE towers and individual members as necessary to carry out the collection of subscriptions and their recording
Promote Guild membership at meetings & events			Along with other District Officers
<b>Annual Report</b>			
Submit a list of members to the Guild Report Editor, for the year 2024			Liaise with SE Secretary Send by 15th January [ <i>Suffolk Guild of Ringers M. District Rules 21</i> ]
<b>Guild AGM</b>			
Submit a statement, to the Guild Secretary, of all members qualifying for inclusion in the insurance scheme by the Guild AGM			Guild AGM 2025 - 26th April [ <i>Suffolk Guild of Ringers M. District Rules 21</i> ]