

## SE District Treasurer Role Descriptor for 2024

Task	Level of responsibility			Notes
	main	shared	some input	
<b>District Events</b>				
Organise collection of donations at events, and tea money [if required]				Use the 'SE pot'!
Organise and leave donation at tower[s] each month				£10 donations left in 2022/2023
Transfer any SE District funds over £100 to Guild Treasurer				Cash banked at Barclays
<b>SE District Committee Meetings</b>				
Attend SE Committee meetings				Notification of meeting dates shared asap by SE Chair
<b>Annual District Meeting</b>				
Produce a balance sheet				For ADM by mid-November
Submit a statement of accounts to the Guild Treasurer				By 15th January
Succession planning [to fill vacant positions]				It is not the responsibility of the officer to replace themselves. SE Chair leads
<b>Membership</b>				
Respond to queries from Guild treasurer regarding membership payments				Liaise with SE Secretary and/or Guild Membership Secretary
Collect and process annual membership subscriptions, checking in correct category				BACS, cheque, cash payments received BACS made direct to Guild Treasurer, note GA if applicable on spreadsheet Cash and cheques banked with Barclays
Email SE members with a subscription reminder in November, for next years annual payments				Send to Webmaster
Check and process new membership subscription, inline with information on membership application form				Liaise with SE Secretary. Check all personal details correct when transferred onto Guild Treasurer membership spreadsheet
Promote Guild membership at meetings & events				Along with other District Committee members
<b>Annual Report</b>				
list of tower members continuously updated for Annual Report use				Liaise with SE Secretary
Distribution of Guild Reports when printed				Assist with this, along with other District Committee members
<b>Suffolk Guild Annual General Meeting</b>				
See documents designed to help with planning				From both the Guild and District officers
<b>Suffolk Guild 6 &amp; 8 Bell Striking Competitions</b>				
See documents designed to help with planning				From both the Guild and District officers