

SE District Treasurer Role Descriptor for 2026

Task	Level of responsibility		Notes
	main	shared	
SE District Ringing Events			
Organise collection of voluntary donations at monthly SE District Ringing Events, and refreshment money [if required]			Ensure the 'SE District pot' is ready and visible to receive members voluntary donations
Ensure the appropriate donation to tower[s] visited are made at each SE District Ringing Event			£15 donations left in 2025
Transfer any SE District funds over £100 to Guild Treasurer, to the General Fund			Cash banked at Barclays
SE District Committee Meetings			
Attend SE Committee meetings			Notification of 4 meeting dates shared asap by SE Chair after discussion as to most convenient day[s] of the week immediately after ADM on 01.11.25
Annual District Meeting			
Produce an 'Income & Expenditure' sheet dated from ADM to ADM as the SE Treasurer report			For ADM by mid-October, to be included
Submit a 'statement of accounts' to the Guild Treasurer.			By 15th January 2026 [Suffolk Guild of Ringers M. District Rules 21]
Membership			
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			Collect and pay in subscriptions paid in cash and by cheque Banked with Barclays [Suffolk Guild of Ringers M. District Rules 21] Record subscriptions paid by bank transfer [direct to Guild Treasurer] 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
Annual Report			
Submit a list of members to the Membership Secretary for the year 2025			Send by 15th January 2026