



## **DISTRICT TREASURER Job Description & Responsibilities**

### **Responsibilities**

Rule 16 states:

“16.1 Each District shall hold at least three meetings yearly.

16.2 The first of the three meetings shall be the Annual District Meeting at which shall be elected four Officers. These shall be District Master, Deputy District Master, District Secretary and District Treasurer. All of these may represent the district on the Management Committee and shall be Charity Trustees. The General Secretary shall be notified, in writing, of these District elections immediately.

16.3 The quorum for District Meetings shall be 10 members of that District including at least two elected District Officers.”

Rule 11.11 states: “The DISTRICT TREASURERS shall be responsible to the Association Treasurer for collecting membership subscriptions, donations and other monies, maintaining an up-to-date District Membership List (including addresses) and making payments within their Districts, giving and receiving vouchers for monies passed, making prompt bankings and ensuring banking summaries are sent to the Treasurer, submitting accounts to the Treasurer not later than the 31st December. A statement of district accounts shall be prepared for presentation to their Annual District Meeting.”

District Officers are members of the Management Committee and are expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Management 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
- Maintain the District Membership List (including addresses)
- Encourage membership of the Association and the achievement of its aims and objectives.