



## **DISTRICT TREASURER Role & Responsibilities**

Rule 15 states:

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

15.2 The first of the three meetings shall be the Annual District Meeting at which shall be elected four Officers and one Trustee. These shall be District Master, Deputy District Master, District Secretary and District Treasurer. The Trustee may be one of the District Officers or another member who has the full support of the District; The Trustee attends Trustees Meetings with the full delegated authority of the District. All of these may represent the district on the Management Committee. In the event of a vacancy, a District may elect an Officer or Trustee at any business meeting. The General Secretary shall be notified, in writing, of these District elections and the Trustee Declaration sent to the Treasurer immediately.

15.3 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 subscription, 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 31<sup>st</sup> 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.

### **The Role**

- Must hold an Enhanced DBS certificate.
- Collate and bank subscriptions, donations etc.
- Submit district accounts.

### **Specific responsibilities**

Whilst the role may vary slightly from District to District, the main tasks are as follows:

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
  - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- 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 into the Association bank account.
- Keep District Accounts and submit to the Association Treasurer.
- Encourage membership of the Association and the achievement of its aims and objectives.