

FROM THE

TTRA

23 December 2020

Roger Gould. TTRA
Coates Marine Limited
Upper Harbour,
Whitby, YO21 1EU
Phone: 01947 604486
Mobile: 07802 702099
Email: ttraroger@btinternet.com



HONORARY TREASURER - JOB DESCRIPTION

Applicants for the role of Honorary Treasurer should be in a position to fulfil the following duties.

Accounts

- Invoice the membership in December each year for their subscriptions. Receive payments from same and ensure proper accounts are kept.
- Plan and organise the Budget for each years events based on the previous years accounts.
- Assist the Secretary in preparing an annual report on the finances of the TTRA for presentation at the Annual General Meeting and, with the budget in mind, assess the need to justify and vary the subscription fee for that coming year.
- The TTRA perform their banking services Online, and a basic knowledge of Online Banking is therefore needed.

CONTACT

TTRA, UPPER HARBOUR WHITBY

YO21 1EU

01947 604486

EMAIL TTRAROG@BTINTERNET.COM

Events

- In conjunction with the Secretary, receive and settle with immediate effect all invoices from our service providers. (The TTRA have been working on the basis of settling invoices as they arrive without a 28 or 30 day waiting period).

Committee business

- Liaise with the Secretary to establish the membership database and determine annual fees and budget as above.
- Liaise with the Communications and Social Media officer to ensure that all relevant items are brought to the attention of the membership.
- Report to the Committee on the state of finances each year and at all committee meetings.

Documentation

- Provide a summary report on the finances the Annual General Meeting.

Roger Gould

Roger Gould

Secretary and Treasurer for the Thames Traditional Rowing Association