



Lincolnshire County Archery Society

Treasurer Job Description

- Nominations must be affiliated to AGB, County and East Midlands Archery Society.
- Receive and record all financial transactions relating to Lincolnshire County Archery Society.
- To give financial advice relating to County Business.
- To receive and pay all invoices relating to Lincolnshire County Archery Society.
- To arrange for and submit a full statement of accounts to an independent checker to the County AGM.
- To submit copies of a full account/balance sheet at the AGM.
- To manage and bank all income.
- To attend County meetings whenever possible and give a report.
- To ask another officer with authorisation access to authorise payments when needed.
- Liaise with the county membership officer about membership payments