

## **Role description ASSISTANT TREASURER**

### **Responsibilities**

- 1) To process the green new course registration forms
- 2) To maintain lists of members for the ongoing groups
- 3) To bank all the course fees
- 4) To report to the Treasurer
- 5) To be a signatory on the bank account/s on behalf of the Trustees
- 6) To act as Trustee for the charity

### **Activities**

- 1) To inform those applicants, who have been unsuccessful in joining a new course
- 2) To contact someone from each new course list to be on the door & for them to ask two course members to do the first coffee duty
- 3) To prepare updated lists for the ongoing courses & send two copies to the relevant conveners, one list to be returned with the fees collected.
- 4) Exception: Those conveners using Beacon, keep the lists updated themselves
- 5) To record details of all course fees & pay into the bank

### **Interactions**

- 1) To report to Committee
- 2) Liaise with Programme Editor

### **Skill set**

- 1) Organisational skills
- 2) Attention to detail
- 3) Moderate IT proficiency