



Berkshire Archery Association

BAA Committee Job Description: Treasurer

Principle duty: in an executive role with responsibility for managing the finances of Berkshire Archery Association , managing the relevant bank accounts and submitting the accounts for audit.

Main Tasks

- maintain accurate accounts of BAA that include asset, liabilities, income and expenditure
- present an overview of the current account status at the BAA committee meetings (4 times a year)
- submission of the accounts for audit, by an external auditor , and presented as a statement of account at the AGM
- responsible for managing the bank accounts of BAA.
- _ The Term of Office for the Treasurer is three years

Secondary Tasks

- repository of assets of BAA, such as medals, badges