



Shropshire Archery Society

Treasurer Job Description

- Nominations must be affiliated with the AGB, County and West Midland Archery Association.
- The Nomination for the Treasurer is to be elected at a County Annual General Meeting. For a term of three years more than one term is permitted.
- Receive, bank and record all financial transactions relating to Shropshire Archery Society.
- To give financial advice relating to County Business.
- To receive annual membership fees from the Clubs.
- To receive and pay all invoices relating to Shropshire Archery Society.
- To arrange for and submit a full statement of accounts to the Auditors prior to the County AGM.
- To submit copies of a full audited account/balance sheet at the AGM.
- To manage all bank income relating to Shropshire Archery Society.
- Not essential to attend all County meetings but must send a full and frank report of the Society's accounts.

County Treasurer Job Description 2025