

ENGLISH AMATEUR DANCESPORT ASSOCIATION Limited

President: David Corfield

Registered Office: "Four Winds", Old Potbridge Road, Winchfield, Hampshire, England, RG27 8BT 01252 843501

Company No. 6606039 Limited by Guarantee Registered in England

Job Description: Treasurer

Responsible to :
The General & Executive Council of the Association

Responsible for:
To maintain accurate records of the financial affairs of the Association.
To present the up to date financial position of the Association at all General council Meetings and Executive council meetings.
To give prudent forecasts of expenditure and income to assist the council in their forward planning.
To prepare the Annual Accounts for the Auditors.
To present a statement of the Association's Accounts at the Annual General Meeting of the Association.
To ensure all income is banked in a timely manner.
To ensure all that all payments are made in a timely manner.
To assist, with the President, in preparing grant applications.
To chair General Council Meetings or Executive Council Meetings in the absence if both the President and Vice-President and attending Council meetings as required.
Getting checked as required by EADA policies – CRB/ISA.

Skills Required:
A thorough knowledge of the affairs of the Association.
An understanding of accounts.
Knowledge of IT and particularly, email and spreadsheets.

Time Required:
Minimum of six hours per week plus an ability to attend EADA meetings on a Saturday, approximately six a year. Attend AGM once a year in November.

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Cut here

Nomination paper for the post of Treasurer

I wish to propose.....EADA No.....

Name of Proposer.....Signature.....

EADA No.....

Name of Seconder.....Signature.....

EADA No.....

Notes:

1. All nominees must be or have been competitors. They must be a Full paid up Adult Member 16 years of age and over and have been for at least six months. All Council Members must be CRB checked.
2. The Proposer and Seconder must be a fully paid up Adult Member of the Association.
3. (Persons who are barred from holding Directorships are ineligible for election to the Executive committee)

ALL NOMINATION PAPERS MUST BE RECEIVED AT THE ASSOCIATION OFFICE BY THE END OF BUSINESS ON THE 12TH NOVEMBER 2009. Please post to the address at the top of the page. (Proof of postage is not proof of receipt).