

SAPCOTE RECREATION GROUND MANAGEMENT COMMITTEE (SRGMC)

VOLUNTARY VACANCY

For a Treasurer

The SRGMC is a non-profit making charity awarded by a foundation granted in 1966. It derives income from the hire of the Pavilion and pitches. Such income is used for the upkeep and development of its buildings, grounds, equipment and facilities for the benefit of all its users.

The committee is run by volunteers who represent all user groups, sports teams and other bodies within the village. They meet once a month and meetings are open to any member of the public wishing to attend.

However, due to other commitments our treasurer has had to relinquish her duties and a vacancy now exists for a Treasurer.

In brief, this position involves the following duties:-

- ◆ Stewardship of all finances entailing close collaboration with the bookings clerk, chairperson and secretary where necessary.
- ◆ To produce end of year accounts.
- ◆ To provide a treasurer's report/update at each monthly meeting, and an end of year treasurer's report for the AGM.
- ◆ In liaison with the secretary and chairperson, to communicate updated information to the Charities Commission as required.

There are no formal application forms. Those interested should write a short letter of application which details name, address and phone contact number, together with some indication of suitability or any experience which may be of relevance to this post.

Letters of application should be sent by email to:-
Ann Newman: Secretary SRGMC: at the email address of:-
stewart.newman1@ntlworld.com

Closing Date for applications: 10 November 2020