



LINCOLNSHIRE WOLDS WOODTURNING ASSOCIATION

TERMS OF REFERENCE

1. AIM

The aim of this document is to provide the basic terms of reference that is expected of the Officers and Committee of the Association but not limited to:

2. DUTIES OF CHAIR

The Chair shall be responsible for the day to day running of the Association. This responsibility shall include ensuring safe custody of the books and records of the Association, ensuring that full and accurate records of meetings are kept and that all association correspondence is attended to.

3. DUTIES OF VICE CHAIR

The Vice Chair shall take on all the same responsibilities of the Chair in his/her absence.

4. DUTIES OF HONORARY TREASURER

4.1 The Treasurer shall be responsible for the proper accounting of all monies received by him or her on behalf of the Association, and for the payment of all bills as necessary.

4.2 Shall keep the accounts of the Association and compile the Annual Statement of Accounts Balance Sheet to the 31st December in each year. The accounts are to be verified by an independent check by an individual as agreed by the Committee. An abridged version of the accounts shall be available to the Members at the AGM.

4.3 Cheques shall normally be signed by the Treasurer and either the Chair or another nominated Committee Member who is an official account signatory. However, in the absence of the Treasurer, the Chair and the nominated Committee Member may sign and report details to the Treasurer at the earliest opportunity.

4.4 Working in conjunction with the Secretary, a record of the Association Membership is to be maintained.

5. DUTIES OF HONORARY SECRETARY

5.1 The Secretary shall be responsible for taking and recording the Minutes of the AGM, Extraordinary General Meeting (EGM) and Committee meetings.

5.2 In conjunction with the Chairman, an Agenda will be agreed prior to any meeting and distributed as necessary.

5.3 Working in conjunction with the Treasurer, a record of the Association Membership is to be maintained.

5.4 The Secretary shall also be responsible for attending to any correspondence as may be directed by the Chair from time to time.

5.5 Provide the Chairman with the 'Parish Notes' for Club nights detailing forthcoming events, and general notices.

5.6 Maintain the Association free website at www.lincswoldswoodturning.co.uk via Moonfruit.com. Domain name purchased through Moonfruit.com.

5.7 Producing any publications, notices, tickets etc as required by the Committee.

6. DUTIES OF BOOKING SECRETARY

6.1 The Booking Secretary shall be responsible for booking the Association meeting place for all Club and Hands on night meetings throughout the year.

6.2 Arranging the bookings for the Demonstrators programme.

6.3 To enable the Treasurer to propose any Membership Fees and Subscriptions increases, where possible, the bookings and total amount of fees to be charged are to be completed for the following year by the October meeting and presented to the Committee in November.

6.4 To correspond as necessary with the Demonstrator by providing them with the relevant club information needed, such as equipment held, location etc.

6.5 Obtain a signed agreement with the total price to be charged prior to the demonstration where possible.