

## **WANTED – A NEW TREASURER FOR THE ECWBA**

For the last 12 years I have had the honour, and the pleasure, of being the Treasurer of the Essex County Women's Bowling Association. I now need to step down and the ECWBA needs some-one to take over from me. The work is not complicated but does require a degree of computer literacy, particularly emails and basic spreadsheets.

### **Do you have a club member who might like to join our County team? Could she:-**

- Keep accounts of receipts and payments and balance the books regularly
- Pay cash and cheques into the bank account
- Pay bills e.g. hall hire, insurance, coach hire, luncheon
- Prepare figures for the Annual Audit and present the Accounts at the November AGM
- Collect, check and collate annual club returns of affiliation and competition entry fees
- Prepare the annual affiliation and competition entry return for Bowls England
- Attend and give financial updates at three Council Meetings (April, July, October)
- Attend and give financial updates at Executive Meetings, most of which normally precede Council Meetings
- Provide simple refreshments at Council Meetings and the AGM
- Attend 6-7 of the 10 County Friendly matches each year alongside either the County Secretary or the County Match Secretary, and deal with the match fees
- Attend Johns, Walker Cup and the ECBA matches whenever possible, and deal with the match fees
- Attend and contribute to Selection Meetings
- Organise fund-raising events for County Semi-finals and Finals, e.g. raffles, "Pot of Gold"
- Attend County Finals days and Executive Match days and deal with any fees
- Prepare competition prize money envelopes for presentation at the County luncheon
- Prepare sets of raffle tickets for sale at the Annual Luncheon (traditionally run on the day by members of the President's Club)
- Attend President's Day and the County Luncheon
- Maintain the stocks of uniforms, badges and flashes, re-ordering as necessary
- Run the annual "200 club" fund-raiser
- Organise advertisers for the annual handbook

Please, please give this some thought. I know there is some-one out there who would love to be asked to be our Treasurer – I just don't know her name!

I am happy to talk to anyone interested either on the telephone or by email. I promise my successor it is a highly rewarding job where you will gain many new friends.

Wendy Coldham  
Hon. Treasurer, ECWBA

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