

HAVANT RUGBY FOOTBALL CLUB
GROUND: HOOKS LANE, FRASER ROAD,
BEDHAMPTON, HAVANT, HANTS. PO9 3EJ
TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

POSITION DESCRIPTION

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| LOCATION | Havant RFC Mini and Junior Section |
| POSITION TITLE | Treasurer and Membership Secretary |

PRIMARY FUNCTION:

To administer Havant RFC Mini and Junior Section finances.

SECONDARY FUNCTIONS:

To manage the administration of the Havant RFC Mini and Junior Section membership.

To be a member of the Havant RFC Mini and Junior Section Management Committee.

Tasks:

- Maintaining records of all Havant RFC Mini / Junior Section financial transactions.
- Managing the Havant RFC Mini / Junior Section bank account, receiving monies in and paying monies out as authorised and when appropriate.
- Attending monthly Havant RFC Mini and Junior Section Management Committee meetings.
- Providing a statement of accounts at Committee meetings.
- Providing advice on financial matters to the Committee.
- Arranging the annual audit of accounts for presentation at the Annual General Meeting.
- Administering the membership of Club players from registration forms and subscriptions forwarded by Age Group Managers. Maintaining a database of registered players.
- Administering the registration of players with the Hampshire RFU Ltd from forms and attachments forwarded by Age Group Managers.
- Liasing with Havant RFC Senior Club Committee as appropriate.

Deborah J Morgan
Chairman
Havant Rugby Club Mini & Junior Section
4 August 2004