

## Your Committee at MNLOT

WE HAVE A COMMITTEE & A CONSTITUTION AS A COMMUNITY GROUP TO ENABLE THE SMOOTH RUNNING OF OUR TEAM & PROJECT

**Chair:** duties include running meetings, monitoring our email, & acting on the messages.

- \* Listening to all concerns & acting on them.

**Secretary:** duties include calling meetings, taking & distributing minutes.

- \* Keeping the Volunteer forms & personal information safely, remembering to delete personal information in timely way,

Supporting the Committee members in their tasks.

**Treasurer:** duties include monitoring the current account.

- \* Providing a spreadsheet for volunteer meetings

- \* Providing an annual statement of accounts for our AGM

Annual return to be ratified by a qualified, impartial third party

- \* Making further Petty Cash available

- \* Financial advice or warning.

Nov 2023

Review Nov 2024