

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.

Commented [1]: Good

Commented [2]: Humour is nice to display but be mindful of where the line maybe just in case. Not everyone shares the same sense of humour.

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.

Commented [3]: Good

Nov 2024

Review Nov 2025