



EAST COAST COMMITTEE TASKS

Secretary

- Request nominations for awards and table at the Annual Committee meeting (October/November).
- Organise a venue for the AGM.
- Negotiate a suitable meal for the AGM lunch.
- Finalise the agenda.
- Write the members invitation including the agenda and any information pertinent to the meeting.
- Ensure the invitation is circulated (emailed) to all members in good time.
- Receive replies from attendees and apologies.
- Monitor the whereabouts of the Branch Trophies and recover if necessary.
- Have the trophies suitably engraved for the recipients.
- Host the AGM lunch in conjunction with the Branch Captain.
- Chair the AGM.
- Write the minutes of the meeting.
- Ensure the minutes together with the accounts are available on the MOA web site, East Coast section.

(These activities start in October and are concluded at the end of January/Start of February)

Treasurer

- Maintain accounting records and supporting documentation.
- Organise receipts from members for events (Usually every Month).
- Arrange payments for events to organisers and/or venues (Usually 1 a Month).
- Handle Subvention values.
- Liaise with branch Captain and event organizers as necessary to ensure event costs are kept within the agreed budget.
- Prepare and submit annual budget based on agreed events programme (Submit to MOA HQ each January).
- Prepare interim accounts for the branch Captain and committee as necessary to keep them informed as to the financial situation of the branch.
- Prepare and present annual accounts Prepare in November for agreement then Submission to HQ each December).
- Arrange audit of accounts if required.



EAST COAST COMMITTEE TASKS

Membership List & Communications

- Update membership list against monthly update from HQ (Once per month).
- Update Membership distribution list (Once per month).
- Send welcome e-mail to new members (ongoing).
- Send branch mailings (Bulk email service) (Monthly).

Webmaster

- Keep website pages up to date with background information (December plus occasional Updates)
 - Committee members.
 - Events calendar,
 - Etc.
- Post reports of events (monthly).
- Post event notices (Monthly).
- Liaise with the MOA Website Editor about design and layout changes.