

EMEYF Charitable Committee Treasurer

Tasks

- to serve as contact person for the UK Charities Commission
- to complete the annual return to the UK Charities Commission
- to inform the EMEYF Clerk, Communications Committee, and EMEYF Annual Meeting of any necessary changes in UK charity legislation (as notified by the UK Charities Commission)
- to fundraise for EMEYF funds through applications made to Quaker trusts, and UK bodies, in collaboration with the EMEYF Treasurer. (The EMEYF Treasurer coordinates EMEYF's fundraising, and takes the lead on approaches to Yearly Meetings, EMES and mainland European bodies.)
- to reply promptly to correspondents and to reimburse appropriate expenses following endorsement by the EMEYF Treasurer
- to keep the accounts of EMEYF's UK bank accounts, and to prepare an annual report for audit and presentation to EMEYF's Annual Meeting (held in Brussels each autumn)
- to report to donors on activities carried out by EMEYF. sending an annual report of activities (or as requested)
- to liaise with the EMEYF Treasurer and EMEYF Clerk, warning them if the balance is low, or if grants are not forthcoming
- to convene meetings of the EMEYF Charitable Committee, usually held at Annual Meeting in Brussels

Competencies

- persuasive writing skills
- self-starter and able to foster own momentum
- basic numeracy skills
- readiness to follow-up phone calls and letters

Drafted by Catrin Davies and Becky Calcraft, 17.04.98
Amended by Rachel Bryers, 17.04.01