

# The Warwickshire Union of Golf Clubs Limited

**Have a vacancy for the post of:**

## **County Treasurer**

The County's present Treasurer John Powell (Copt Heath), has announced his intention to retire from office at our next AGM in March 2010, after a period of seven years.

Duties of the Hon. Treasurer include:

- Controlling and monitoring income and expenditure of the Warwickshire Union and maintaining the books of account.
- Ensuring the County bank accounts are kept in credit.
- Liaising with the County Secretary and other County Officials.
- Liaising with the Manager of the County Membership Scheme.
- Invoicing clubs for the annual affiliation fees on behalf of The Warwickshire Union of Golf Clubs and the English Golf Union.
- Attending quarterly Board Meetings and preparing the budgets and draft accounts for each meeting.
- Liaising with the Union's accountants to produce the year end accounts.
- Liaising and meeting with Midland Golf Union and English Golf Union officials
- Attending quarterly meetings of the Commercial and Sponsorship Sub-Committee and being the Board Member for this Committee.
- Attending the annual Secretaries & Treasurers Conference held at the English Golf Union headquarters (Woodhall Spa).

It is expected that the successful applicant will possess an accounting qualification or be able to demonstrate a suitable financial background.

The County Treasurer is appointed to the Board of Directors and is reimbursed for all expenses incurred.

Anyone interested in this vacancy should in the first instance send their CV to:

Graham Hayes,  
County Secretary  
114 Stonebury Avenue  
Eastern Green  
Coventry  
CV5 7NX  
Email - [grahamhayes@warksgolf.co.uk](mailto:grahamhayes@warksgolf.co.uk)

**Applications for this vacancy close on Monday 30<sup>th</sup> November 2009**