Role of the Treasurer

The Treasurer takes office for two years and will be a member in good standing of a congregation that is in membership of Horsham Churches Together. The Treasurer is elected and inducted at the Forum.

**The duties of the Treasurer include:**

1. To further the work of the gospel among the churches in HCT and to work to strengthen the bonds of unity. Supporting the objects and aims of Horsham Churches Together.
2. To undertake bookkeeping for Horsham Churches Together, collecting subscriptions from member congregations of Horsham Churches Together and paying invoices in relation to Horsham Churches Together activities
3. To keep a record of ring-fenced funds, for example, One Good Friday 2022 – Horsham Passion Play and Together in Horsham counselling in schools project
4. To prepare annual accounts for Horsham Churches Together and arrange for these to be audited
5. To attend meetings of Horsham Churches Together Executive and the Forum. This consists of 4x Executive meetings and 4x Forum meetings per year.
6. To represent, Horsham Churches Together at meetings, for example, steering group for One Good Friday 2022 – Horsham Passion Play
7. The Treasurer is an ex-officio member of all committees and working groups and is to be copied in on the minute circulations of such committees and groups.

\* **4** X Executive meetings per year (2 hours each)

4 X Forum per year (3 hours each)