

LIST OF THE <u>MAIN</u> ACTIVITIES UNDERTAKEN BY LCBA OFFICERS	
Activity	
Chairman	
Plan and run trustee meetings and membership meetings.	
Take the lead on ensuring that meetings are properly run and recorded.	
Take the lead on ensuring that trustees comply with their duties and the charity is well governed.	
Hold a second or casting vote if a vote on a trustees' decision is tied.	
Attend occasional meetings representing the county	
Complete the Charity Commission annual reporting requirement	
Communicate with the membership via email and/or the website	
Treasurer	
Ensure the charity keeps proper accounts.	
Produce an annual budget and review the charity's financial performance against that budget.	
Draw up and review financial policies.	
Ensure that the charity has robust and effective financial controls in place.	
Liaise with the charity's independent examiner or auditor.	
Report on financial matters to the Board of Trustees, the members and the Charity Commission.	
Maintain a set of ongoing monthly accounts	
Manage cash and the charity's bank accounts	
Pay creditors	
Issue invoices and manage debtors	
Communicate with the membership via email and/or the website	
Secretary	
Organise Trustee meetings	
Produce and publish minutes of Trustee meetings	
Organise meetings with voting members	
Produce and publish minutes of meetings with voting members	
Maintain a register of voting members	
Provide data and information as requested	
Respond to correspondence	
Communicate with the membership via email and/or the website	