



Old THE SOCIETY OF Framlinghamians

Hon General Secretary:

Ruth Elwood BA(Hons) Dip LA CMLI

6th June 2019

SPORTS CO-ORDINATOR

The SOF is urgently seeking a new Sports Co-ordinator. The successful applicant shall ensure that the SOF is current and up to date with all the various sporting activities across the year and involves the following responsibilities:

- Attendance at Finance Committee meetings;
- Attendance at Council Meetings;
- Liaison with the Old Framlinghamian Co-ordinator at the College;
- Liaison with organisers of each OF sport;
- Sending an update for each event to be publicised on the SOF website, with a report issued by the organiser, after the event; and
- Collating and editing all sports reports and submitting them to the editors of *The Framlinghamian*, for inclusion in the annual publication.

GENERAL ACCOUNT TREASURER

The SOF is urgently seeking a new Treasurer. There is no particular qualification required for this role. However, some experience in financial management and general book keeping is desirable. The successful applicant shall ensure that the SOF General Account spreadsheet is current and up to date throughout the year. The position involves the following responsibilities:

- Maintaining the SOF bank account, with monthly reconciliation of funds received and issued from the account;
- Record income from OF dinners including the: Annual Dinner; July London Supper; October Suffolk Supper and January London Supper.
- Liaise with supper organisers over income and expenditure.
- Make payments on behalf of the SOF via cheque or BACS payment for: Honoraria; club payments; dinner payments and other miscellaneous payments, as required;
- Prepare an annual budget, which includes liaising with the relevant person in charge of OF Team or activity budgets, the finance committee and the College.
- Update the Finance Committee on the SOF 'Budget 'v' Year to Date' figures.
- Attend each of the 4 Finance Committee meetings.
- Prepare the Agenda for each meeting and take the minutes (not onerous).
- Prepare year end accounts for inclusion in the published accounts; liaise with the Treasurer of the Trustees, and forward the accounting records to Ensors for auditing.

Please reply to:

The Barn, Cherry Tree Farm, Mendlesham Green, Stowmarket, Suffolk IP14 5RQ

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