



KEY TASKS FOR THE PLUMSTEAD MAKE MERRY

TREASURY

The Plumstead Make Merry festival is run entirely by volunteers, from the planning stages through to the management on the day of the event. This list of key tasks is for the Treasury, there are many specific areas of responsibility throughout the event, all of which require some involvement with others. Though the list below may not be comprehensive, it does outline the key tasks required by volunteers. For each area (sub-group) there is a lead person responsible in the run up to the event which may differ to the person specified as the on-day lead, and they will delegate tasks. Volunteers may wish to be involved in one or more of the tasks, or may wish to be a part of more than one area of responsibility, you may be able to dedicate only a couple of hours or you may be able to commit to more time, and in many cases no previous experience is necessary. Volunteers do need to be aged 18 or over. As a not-for-profit organisation we are unable to pay volunteers.

It is important that all sub-group leaders review feedback from the previous year's event at the planning stage. All volunteers need to adhere to all Health & Safety and Licensing Regulations that are relevant to that section. All lead persons need to ensure that they brief all the volunteers working with them, and liaise with other sub-group leaders as they may have information or requirements that affect that section.

If you are interested please drop us an email at volunteers@plumsteadmakemerry.co.uk

TREASURY

The role of Treasurer is an elected position within the core team. Tasks cannot be delegated and include the following:

- Maintaining accurate and up-to-date records of transactions.
- Reporting balances of bank and financial accounts & transaction summaries at core team meetings, annual general meetings, and any other meetings as necessary.
- Investigating discrepancies and highlighting concerns to the core team in a timely manner.
- Ensuring that the finances of the organisation comply with all relevant law and regulations.