**Birmingham Netball Association**

**Expression of Interest form**

Vacant roles: Secretary, Treasurer (please see job description as detailed below)

Role applying for (if applicable)…….............................................................

Why have you applied for this role (if applicable)?

If you are not applying for a specific role but would like to join the committee what skills / experience can you offer?

If you are applying for a specific role what experience do you have to support your application?

Job description – Secretary

* To attend between 6-8 meetings per year
* Publish agendas for all meetings
* Take and circulate minutes from all meetings
* Monitor the BNA email account and forward on emails accordingly
* Support the Chair with admin tasks as required
* Improve the processes to enable the committee to function to the best of its ability

Job description – Treasurer

* To keep accurate and up to date records of accounts
* Report on finances at all meetings (6-8 per year) – income and expenditure
* Cash money / cheques as required
* Pay invoices and bills as required
* Treasurer will countersign all cheques with the Chair
* Improve the processes to enable the committee to function to the best of its ability