

Wellington Beekeepers Assoc

Treasurer - Job Description

- **Club finances** – Responsibility for payment of all club expenses and monitoring of club income, bank accounts and investment accounts. Some familiarisation of Xero required – **approx. 5 mins daily** and 10 mins after each meeting depending on product sales.
- **Financial accounts** - Production of annual accounts in June/July and annual filing of verified accounts with Companies Office – **approx. 8 hours per year.**
- **Club membership records** – Hello Club (club management system). Regular access, maintenance and reconciliation with bank account – **approx. one hour per week**
- **Tutin Sampling** - Arrange sample collection and dispatch of batches to lab. Advice of results to all contributors and collection of members' contributions – **approx. one hour per week Feb - May**
- **AFB Hive reimbursement** – Co-ordinates refunds to affected members – **approx. one hour per year**
- **Club extractor hire** – Co-ordinate hirers. Maintenance as required and **storage** of extraction gear during off season – **approx. one hour per week Jan - April**
- **P.A. & sound system** – Transport to/from and set up at and **storage** between meetings – **approx. one hour per month**
- **Product sales** – Ongoing bulk order, **storage** and sales including invoicing e.g. varroa treatment, one-off items e.g. books, refractometers – **approx. one hour per month**
- **Cup engraving** – Arrange engraving for all cup winners – **approx. 2 hours per year**
- **WCC & HCC** – Liaison as required concerning apiary leases, weed spraying, key access etc. – **approx. one hour per year.**
- **Johnsonville Community Centre** – Liaison as required over hall use and rental costs etc. – **approx. one hour per year**
- **Club Apiary expenses** – Liaison with apiary co-ordinators Frank Lindsay (Chartwell) & Richard Braczek (Wingate) over hive-ware replacements & varroa treatments etc. – **approx. one hour per year**
- **Club Assets** – Store assets such as bee-suits, banners, brochure stand, educational materials etc. **Storage space only – no time requirements**

Total (averaged) –

- 120 hours per year or
- 10 hours per month or
- 2.5 hours per week or
- 20 mins per day