**Maritime Warfare School**

Officers' Association
HMS COLLINGWOOD
Newgate Lane
FAREHAM
PO14 1AS

# HMS COLLINGWOOD OFFICERS'ASSOCIATION COMMITTEE MEMBERS JOB DESCRIPTION

COMMITTEE MEMBERS POSITION: TREASURER

PRIMARY RESPONSIBILITY:

a. To maintain OA accounts in conjunction with the HMS Collingwood Wardroom treasurer.

PRINCIPLE TASKING:

a. Produce Digest for the AGM including;
   i. Summary of income and expenditure
   ii. Summary of the social account.
b. Produce a financial statement for each committee meeting.

COMMITMENT: 20 hours per year.

D L Howe
Lt Cdr RN
Acting A/Secretary