



# **Glamorgan Family History Society**

## **Cymdeithas Hanes Teuluol Morgannwg**

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JOB DESCRIPTION: Charity Commission Correspondent

Responsible to: the Executive Committee

### DUTIES AND RESPONSIBILITIES:

To act as the point of contact between the Society and the Charity Commission.

The principal task is to complete the Annual Returns required by the Commission. The final date for submission is ten months after the date of the end of the Society's financial year. A request to complete the report is sent by the Commission via e-mail well in advance.

The report has a statement of Gross Income and Expenditure and has a list of the names and addresses of all the Trustees as elected at AGM – that is all the members of the Executive Committee- including telephone numbers, dates of birth and other information as required.

In addition it will be necessary to attach copies of the final Accounts.

It is also the correspondent's task to deal with any queries that may arise from EC meetings in relation to the Society's responsibilities as a Registered Charity, such as possible future concerns about the increasingly "commercial" aspects of its publishing programme, and to seek the Commission's advice if thought necessary.