

<b><u>TASK</u></b>	<b><u>CLERK</u></b>	<b><u>ASSISTANT CLERK</u></b>	<b><u>OTHERS/ VOLUNTEERS</u></b>
In the table "x" means primary responsibility and "xa" means assisting as required.			
	Julie Fox	Walter Gill	
<b><u>GENERAL</u></b>			
Advise Master, Wardens & Court on WCoMC matters	X		
Specific support as required (not listed below)	X		
<b><u>COURT of ASSISTANTS MEETINGS</u></b>			
Prepare and distribute agenda	X		
Request and distribute other Court papers	X		
Attend Court meeting	X		
Prepare minutes	X		
<b><u>COURT of WARDENS MEETINGS</u></b>			
Prepare and distribute agenda	X		
Attend Court meeting	X		
Prepare minutes	X		
<b><u>MANAGEMENT &amp; PLANNING MEETINGS</u></b>			
Attend meetings (F2F or remote)	X		
Produce notes and Actions		X	Master
<b><u>CHARITABLE FUND</u></b>			
Acknowledge grant applications on receipt	X		
Distribute grant applications to trustees	X		
Prepare and distribute agenda	X		Chair of Trustees
Distribute other Fund papers	X		
Attend Fund meeting	X		
Prepare minutes	X		
Inform applicants of outcomes	X		Grant Assessor
<b><u>MAJOR COMPANY EVENTS</u></b>			
Confirm event specification outline with event owner	X		Event owner
Agree date and book venue	X		
Assist event owner to prepare event budget	X	Xa	Andy Miles (Chair of Ev
Add event to CiviCRM		X	
Prepare checklists		X	
Event marketing	X		Andy Miles + PatrickC
Send out invitation		X	Andy Miles + PatrickC
Book Beadle and Chaplain if required	X	Xa	
Act as Beadle at major events		X	
Agree company guests with event owner and invite	X		Event owner

Agree menu and wine with event owner	X		Event owner + Wine Ctt
Arrange table decorations/flowers	X	Xa	
Book photographer	X	Xa	
Agree seating plans	X	Xa	
Prepare place name cards	X	Xa	
Produce menus	X	Xa	
Liaise with the Beadle to Collect cloaks etc		X	
Contribute to post-event review	X	X	Event owner / Andy Mil

### **CITY and PAN-LIVERY EVENTS**

Oversee Master and other WCoMC attendance	X		
Attend as agreed with Master	X		

### **MEMBERSHIP**

Liaise with new members re Admission	X		Kanan Barot
Set up new member records on Civi		X	
Collect quarterage and fines		X	
Arrange for certificates for freemen and liverymen	X		
Update records of retired or deceased members		X	

### **ADMINISTRATION**

Collect and open post		X	
Deal with emails from members & other companies		X	
Advise Master & Wardens of invitations	X	Xa	
Accept/decline invitations	X	Xa	
Draft thank you letters	X	Xa	Master

### **DIARY**

Obtain Civic diary	X		
Agree major Company event dates	X		

### **BOOKKEEPING - COMPANY**

Update all transactions		X	
Post bills		X	
Pay bills / bank payments to suppliers	X		
Record and analyse receipts		X	
Reconcile bank account		X	
Reconcile event I&E		X	
Prepare routine I&E and Balance Sheet		X	
Update wine inventory and valuation		X	
Chase unpaid quarterage/fines		X	

Review accounts with Company Treasurer		X	Treasurer
Complete Companies House and HMRC returns		X	Treasurer
VAT/Corporation Tax		X	Treasurer

#### **BOOKKEEPING - CHARITABLE FUND**

Update all transactions		X	
Post bills		X	
Pay grants and other costs	X	Xa	
Record transfers from WCoMC and other receipts		X	
Reconcile bank account			Fund Treasurer
Prepare routine I&E and Balance Sheet			Fund Treasurer
Review accounts with Fund Treasurer			Fund Treasurer
Gift Aid returns			Fund Treasurer
Charity Commission returns	X		Fund Treasurer

#### **MEMBER MAILINGS, WEBSITE and IT MATTERS**

Produce mailings to Members	X		PatrickC + Andy Miles
Update Website			PatrickC + Steve C
Maintain Civi database		X	PatrickC
Document & records management		X	PatrickC

#### **ANNUAL REPORT**

Plan and project manage production			Denise Fellows
Write 'Clerk's Corner'	X		
Edit contributions			Denise Fellows
Source photographs			Mark F / Newsletters
Liaise with designer to produce final version			Denise Fellows
Arrange for upload to website			PatrickC

#### **CITY OF LONDON**

Update Livery Committee website	X		
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