



Combe Mill Society - Role Description

Date: October 2022

Issued by: _____

Role Description: : Experience Voucher
Secretary

Page 1 of 1

1. Principal tasks:

- Receive order for an experience voucher by email
- Forward PayPal Notification and New Customer Order form to Treasurer who will transfer net sum into current bank account
- Generate a new voucher with valid number (FORM30 BKx for blacksmithing experience, FORM32 BEx for beam engine driving experience.
- Initial the voucher to validate
- Update the appropriate voucher register
- Write covering letter to purchaser and post with voucher
- Provided Blacksmiths with updated register of vouchers on a regular basis
- Maintain file of booking paperwork

2. Financial responsibilities (if any):

- Keep Treasurer informed of voucher purchases

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.