

Somersetshire Coal Canal Society

Role Description – Gift Aid Secretary

By making a Gift Aid declaration members can increase the Society's income by 25 pence for every pound donated. The duties of the Gift Aid Secretary include the following:

- To maintain a record of those members who have made a declaration that they wish to donate to the Society via Gift Aid
- To record when any of these members pay their annual subscription or makes a donation to the Society
- To submit a schedule of income received from any of these members to HMRC to request the payment of Gift Aid