

## HASSRA Club Chairperson's Certificate 2020

I certify that all officers of this Club have access to a copy of Staff Clubs Guide and the Club's Officers, Committee Members, and Auditors are aware of the following:

"It is necessary to obtain the prior approval of the Club Sponsor for the formation of any type of Club or Society by whatever name it is called e.g. Savings Club, Holiday Club, Christmas Club etc. Loan Clubs are forbidden. Members of staff holding office in a Staff Club (i.e. Chairperson, Secretary, Treasurer, Elected Committee or Auditors) are responsible for the management of that Club and should read carefully the Staff Clubs Guide to safeguard the interests of both Club Members and the Department."

Signed: \_\_\_\_\_ [Chairperson]      Date: \_\_\_\_\_

This certificate must be completed and returned by the elected Chairperson immediately following your AGM held on \_\_\_\_\_. Please type entries OR complete in capitals.

CLUB NAME:		
	Name & Location	E-Mail Address DN: If possible please include a phone number for the Chairperson.
Chairperson		
Secretary		
Treasurer		
Deputy Chairperson		
Deputy Secretary		
Deputy Treasurer		
Management Auditor		
Members Auditor		
Club Sponsor		

### Club Bank Account Details

Name of Bank or Building Society	Account Name	Sort Code	Account Number

### LOCATION[S] OF CLUB MEMBERS

***DWP Clubs: Please use office location address[s] as shown on SOP***

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When you have completed this form please return to [maggie.ritchie@dwp.gov.uk](mailto:maggie.ritchie@dwp.gov.uk)