

My Role and Contribution to the Accounts Committee

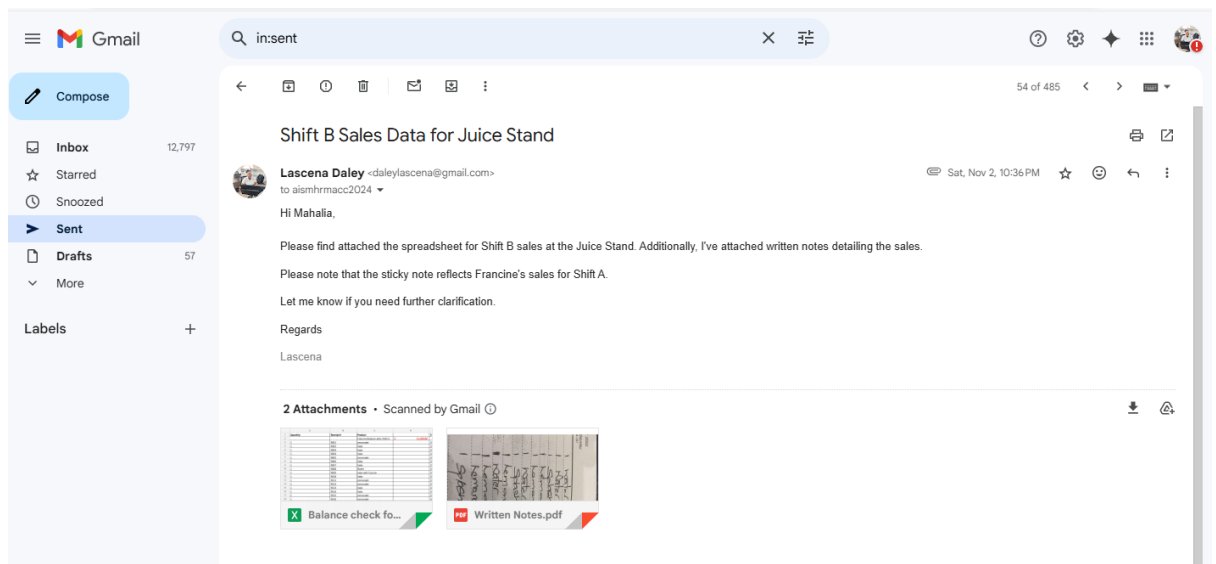
As a member of the Accounts Committee for the HRM/AISM Seminar 2024-2025, I played a crucial role in managing the collection and handling of funds. My primary responsibilities included collecting dues, sanctioning funds, or any other required contributions during seminar meetings, and acting as the cashier during seminar activities. These duties were vital to ensuring the seminar's financial stability and the seamless execution of its activities.

At seminar meetings, I was responsible for collecting dues from members in an organized and efficient manner. To streamline this process, I developed a systematic approach by creating documents that made the procedure more transparent and accountable. These documents included a record of each member's signature and clearly identified the member of the Accounts Committee who collected the money. This system was effective in ensuring accuracy, minimizing errors, and establishing a clear trail of accountability. The feedback from my committee chair affirmed that this initiative contributed to the overall efficiency of our financial processes.

During seminar activities, I served as the cashier, a role that required meticulous attention to detail and a commitment to transparency. I managed cash transactions on-site, ensuring that all financial interactions were conducted smoothly and accurately. Each transaction was carefully recorded, and I took extra care to ensure that funds were securely managed throughout the events. After each activity, I prepared and sent a detailed email to my committee chair. This email outlined the financial activities that transpired during the event and provided a summary of the funds collected and any other detail incurred. This practice not only kept the committee chair informed but also fostered a culture of transparency and accountability within the team. My detailed reporting allowed the

committee to track our financial progress effectively and make informed decisions for future events.

My contribution to the committee was integral to its financial operations. By diligently fulfilling my duties. This experience also reinforced the importance of responsibility, integrity, and collaboration in managing finances. Being trusted with such a role was both an honour and a learning opportunity. It allowed me to further develop my organizational skills, attention to detail, and ability to work under pressure. I gained a deeper appreciation for the value of teamwork, as the success of the seminar depended on the combined efforts of all committee members.



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Lascena Daley<daley@lascena@gmail.com>
to aismhrmacc2024
Hi Mahalia,

Please find the attached document

Regards
Lascena

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Name	Address	Phone	Email	DOB	Age
AISM-HRM Accounts Committee					
Mahalia Lemonius (Ms.)					
Chair Accounts Committee					

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a AISM-HRM Accounts Committee
to me
Thank you so much! Appreciate it.
Mahalia Lemonius (Ms.)
Chair | Accounts Committee

Mon, Nov 18, 8:18 PM