

Board Treasurer Role Description

Role of Treasurer

The Treasurer has the same legal duties as all other directors. The Treasurer's primary role is to oversee the financial operation of the organisation on behalf of the Board.

Key Responsibilities:

1. Ensure the Board's financial policies are being followed.
2. Play a role in preparing the Annual Accounts and sign Annual Report on behalf of the Board.
3. Act as a member of the Finance and HR Sub Group.
4. Liaise with Staf's Finance Officer on a quarterly basis and present quarterly accounts to the Finance and HR Sub Group.
5. Report to the Board of Directors and general membership on financial matters.
6. Following meetings of the Finance and HR Sub Group, provide support (when required) in reporting to the Board.
7. Ensure banking arrangements (including bank accounts) are in place and appropriate controls/procedures are in place and operating.
8. Provide support to the CEO, Operations Manager and Finance Officer in budget preparation, if required.
9. Provide support in appraising the viability of plans, proposals and feasibility studies.