

5.3.5 The Treasurer

5.3.5.1 General Duties

- (i) To ensure that appropriate records are maintained of all monies received or paid out, by or on behalf of, the Guild at all times and exercise such controls as may be needed to ensure that accurate and reliable records are kept. Using as necessary the agreed professional bookkeeper.
- (ii) To direct and supervise all Guild officials in the performance of those of their duties relating to finance.
- (iii) To exercise particular control over all payments made by, or on behalf of the Guild.
- (iv) To authorise those payments within the mandate given, or within guidelines approved from time to time by the Management Committee, and to ensure that all disbursements are correctly approved.
- (v) To exercise overall control of operations of any bank accounts opened in the name of the Guild, or run on behalf of the Guild.
- (vi) To ensure that the Guild's finances are managed in an effective, efficient, business like and prudent manner and that best advantage is taken to secure interest bearing investments/deposits.
- (vii) To bring to the attention of the Management Committee any irregularity found in the Guild's finances, or any perceived potential or actual liquidity problem.
- (viii) To bring to the attention of the Management Committee any likely deterioration in the budgeted surplus, by a sum that is more than 10% of subscriptions.

5.3.5.2 Special Duties Relating to General Meetings

- (i) To produce as soon as is practicable after the end of the financial year a set of Income and Expenditure Accounts and a Balance Sheet for distribution to all Guild members for approval by those present at the next Annual General Meeting.
- (ii) To accompany the Accounts with his/her own report on the state of the Guild's finances, and to answer questions from the membership about any of the figures revealed or any comments in his report.
- (iii) To pass to the Guild appointed Auditor such books, vouchers and other documents as he may require to enable him to audit the Accounts and to signify the correctness of the Guild's financial statements.

5.3.5.3 Special Duties Relating to Meetings of the Management Committee

- (i) To account to the Management Committee for the stewardship of the Guild's finances, and to report on the current financial situation of the Guild.
- (ii) To ensure that if he/she is unable to attend a meeting, arrangements are made for a report to be submitted through an informed and competent deputy.
- (iii) To receive information from all Guild officials for incorporation into budget statements which are to be produced from time to time for appraisal and discussion at Management Committee meetings.
- (iv) To comment on the financial implications of actions proposed during Management Committee discussions, and recommend the level of membership subscription and subsistence allowances required from time to time to enable all approved actions to be properly funded.
- (v) To husband the financial resources of the Guild and to advise and guide the Management Committee in actions designed to make the most appropriate current use of those resources.
- (vi) To provide the Management Committee with an advance copy of the Annual Accounts and his report, and to discuss his findings and proposals before they become public at the Annual General Meeting.

Bring and Buy

To oversee the financial arrangements for this service to members.

E & T Service

To oversee the financial arrangement for this service to members.

5.3.5.4 Role and responsibilities requirements

This role is suitable for a member with knowledge and experience of current financial practice relevant to a Company Limited by Guarantee. The Treasurer is expected to have a working knowledge of VAT and to be familiar with using accounting software.