

## TREASURER

### Primary Objectives

To keep the Association's books of account and process all its financial transactions, reporting to the Board and working closely with and supporting the General Secretary [and Finance Director], according to the policies and procedures laid down by the Council and Trustees.

To fulfil the role of Company Secretary, including the submission of all required documents, and hosting the Company's registered address.

To contribute actively to formulating, reviewing and supporting the policies and objectives of *abcd*, both generally and particularly with regard to financial matters.

### Specific Duties

To attend *ex officio* and make reports to all meetings of the Council and the Annual General Meeting if at all possible.

To attend all meetings of the Board of Trustees.

To maintain up-to-date financial records, promptly process payments receipts and deposits, and facilitate the annual audit.

To prepare the annual budget and quarterly summary reports of the Association's financial performance against budget and previous year.

To contribute skills, interests and experience to support the organisation in furtherance of its objectives.

To promote the interests of *abcd* wherever possible.

To sit on appropriate committees as agreed with the Chair.

To liaise with Regional Committees and the organisers of the Convention and other events regarding budgets and controls.

### Practicalities

The Treasurer should have a sympathetic understanding of the issues facing voluntary organisations.

The Treasurer should have an Accountancy or Chartered Secretary qualification and have a working knowledge of charity administration.

The Council meets four times each year on a Sunday in London or Birmingham.

The Trustees meet five or six times each year on a weekday in London.

Reasonable equipment, stationery, overhead, travel and accommodation expenses are refunded.

The Treasurer should have a copy of the Memorandum and Articles of the Association, the most recent annual accounts, a Yearbook, a copy of the current strategic plan, and any other key document.

### Constitution

Rule 2 of the Association requires that 'The Board shall from time to time on such terms as it thinks fit and for such period as shall seem desirable a person to act as Treasurer of the Charity with such duties as the Board shall from time to time direct, which duties shall include the financial administration of the Charity on behalf of the Board, to whom the Treasurer shall from time to time report and be responsible.'

Rule 3 'the Board (*of Trustees*) shall.... consult with and pay due regard to the outcome of all deliberations of the Council...and in particular shall refer to the Council for deliberation any issue in deciding which the Charity shall necessarily adopt a new policy.... and shall seek to act in accordance with any policy readily discernable from the previously stated views of the Council'.

Rule 8d) 'The Treasurer of the Charity shall also attend the Council'.

Rule 8e: 'The Board shall request that the Council deliberate upon any matter which the Board may identify and the Council may deliberate also upon any matter upon which a majority of those attending a meeting of the Council wish to deliberate...'