



COMMITTEE MEMBER JOB DESCRIPTION – TREASURER

The Treasurer is ultimately responsible:

- To maintain an overview of the organisation's affairs and ensure the compliance with relevant legislation.
- To ensure appropriate accounting procedures and controls are in place.
- To ensure proper financial records are maintained in order for the organisation to meet its present and future needs.
- To ensure financial viability with appropriate reserves in place at all times.
- To ensure the financial stability of the organisation. Through effective budget setting in conjunction with the president and vice-president of BBW and management of the budget during each presidential year.
- To manage all membership payments.
- To advise on the financial implications of the organisation's strategic plans.
- To ensure that there is no conflict between any investment held and the aims and objects of the charity.
- To ensure accurate, timely reporting on the financial status of the organisation to the BBW committee.
- To ensure that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, e.g. The charity commission and/or the registrar of companies.
- To prepare and present financial reports to the AGM.
- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations. Seeking expert advice where required and advising the committee on action to be taken.
- To ensure that the organisation applies its resources in pursuance of its objectives as defined in its constitution.

General responsibilities

- To safeguard the good name and values of the organisation.
- To help promote the organisation in order to attract new members.
- To ensure the effective and efficient administration of the finances of the organisation - to maintain the presidential charity account.
- To ensure that financial tasks associated with BBW are dealt with in line with key performance indicators set by the committee.
- To advise the organisation on strategic changes which will aid the organisation to meet its objectives.
- To advise members and the committee on fundraising schemes and initiatives in order to maximise funds raised for the chosen charity eg match funding, just giving etc
- If external scrutiny of accounts is required, ensuring that the accounts are scrutinised in the manner required (independent examination or audit) and any recommendations are implemented.



ADDITIONAL DUTIES

As with all other committee members, the Treasurer is expected to attend as many monthly BBW meetings as possible. She should attend the events earlier than other members to assist with preparations, and stay behind to help pack up wherever possible.

All members have a role at the meetings, which includes welcoming new members and introducing them to other BBW members. It is crucial that the meetings are inclusive and friendly but without becoming a social gathering. Ultimately BBW is about business networking.

All Committee Members also have a commitment to attend the monthly BBW committee meetings wherever possible.

THE ROLE OF THE TREASURER

WHAT QUALITIES ARE NEEDED?

The person taking on the role of Treasurer for BBW should have the following attributes.

- Commitment to the organisation
- Enthusiasm
- Honesty and integrity
- Good communication skills
- Willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement and ability to make decisions
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of a not for profit members' organisation
- Ability to work effectively as a member of a team
- Financial qualifications and experience to meet the requirements of the role
- The skills to analyse proposals and examine their financial consequences
- Preparedness to make unpopular recommendations to the committee
- Good eye for details
- Availability to attend committee meetings and networks