



Volunteer Role Description - Treasurer

The overall role of a Treasurer is to maintain an overview of the organisation's financial affairs, ensuring its viability and ensuring that proper financial records and procedures are maintained.

Term of Office	2 Years
Responsible to	SWCA Membership
Selection Process	<p>Full Members may submit nominations 7 days prior to the AGM. If there is more than one nominee for office then a ballot shall be held.</p> <p>The Treasurer will be elected in odd years.</p>
Purpose	<p>To oversee and present budgets, accounts and financial statements. To ensure that appropriate accounting procedures and controls are in place. To present financial reports to the committee Maintain accurate records of Income/Expenditure Bank monies received Prepare annual Income/Expenditure and Balance sheet for Auditor To make a presentation of the accounts at the annual general meeting (AGM). To ensure that there is no conflict between any investment held and the aims and objects of the charity. Prepare and submit Annual Return to OSCR (Charity Regulator)</p>
Qualities/Skills	<p>Organisational ability. Experience of committee work and procedures. Experience of financial control and budgeting. Good communication and interpersonal skills. A willingness to be contacted on an ad hoc basis. Ability to ensure decisions are taken and followed-up. Good time-keeping. Good communication and interpersonal skills. Approachable and sensitive to the feelings of others.</p>
Expenses	Reasonable travel expenses may be claimed for travel to meetings/events
Time Commitment	<p>Approximately 10 SWCA Committee Meetings per year A minimum of 2 hrs per week, more at peak times around events in the season</p>