



# Treasurer

June 2018

## Purpose

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

## Role

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Being assured that the financial resources of the organisation meets its present and future needs.
- The preparation and presentation of financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Advising on the financial implications of the Association's strategic plans.
- Ensuring that there is no conflict between any sponsorship and the aims and objects of the Association.
- Ensuring the Association's compliance with legislation.
- Ensuring that the accounts are prepared and disclosed in the form required by members, sponsors, and the relevant statutory bodies. E.g. the Registrar of Companies.
- 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.
- Keeping the board informed about its financial duties and responsibilities.
- Making a formal presentation of the accounts at the Annual General Meeting and drawing attention to important points in a coherent and easily understandable way.

As a member of the board of Directors you will be expected:

- To ensure that the organisation complies with its governing document, company law and any other relevant legislation or regulation.
- To ensure that the organisation applies its resources exclusively in pursuance of its objects.
- To contribute actively to the Board of Directors' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the Association.
- To ensure the effective and efficient administration of the Association.
- To ensure the financial stability of the Association.
- To protect and manage the assets of the Association and to ensure the proper investment of the charity's funds.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Director has special expertise.

## What is AVM looking for?

- Financial qualifications and experience.
- The skills to analyse proposals and examine their financial consequences.
- A preparedness to make unpopular recommendations to the board.
- A commitment to the organisation.
- Strategic vision.
- Good independent judgement.



- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship.
- An ability to work effectively as a member of a team.
- Willing to do this in accordance with Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Reporting to:** Chair, Board of Directors

**Time:** 10 hours work a month (on average), in addition to attendance at five half day Board meetings, one full day strategy meeting, and the annual conference.

This is a voluntary role, with no remuneration. Reasonable out-of-pocket expenses will be reimbursed.

### **About the Association of Volunteer Managers**

The Association of Volunteer Managers (AVM) is an independent membership body that aims to support, represent and champion people in volunteer management across the UK, regardless of field, discipline or sector. It has been set up by and for people who manage volunteers.

AVM is a not-for-profit company limited by guarantee. All profits are put back into AVM, to ensure it meets its aims and objectives.