

## ROLE AND RESPONSIBILITIES DESCRIPTION

### HONORARY TREASURER

The Honorary Treasurer is a Principal Officer of the Association and as such is a Trustee of BIA.

The Honorary Treasurer is responsible for overseeing the financial management of the Association in line with good practice and in accordance with the Constitution and legal requirements.

The Treasurer will ensure that effective financial measures, controls and procedures appropriate to the Society are put in place.

It is the responsibility of the Honorary Treasurer to:

- Attend meetings of Council.
- Attend the Spring Meeting and Annual General Meeting.
- Liaise with the Association's administrative support over the financial management of the Association.
- Liaise with third parties who are contracted to undertake work on behalf of the Association.
- Manage the development of the annual BIA budget, account preparation via the Association's accountants and to oversee the audit process on behalf of Council.
- Oversee all aspects of financial governance, including regular liaison with the Association's administrative support.
- Ensure the timely submission of audited accounts and reports to the Charity Commission and Companies House.
- Liaise with the Society's investment advisers, giving timely reports to Council on the performance of the investment portfolio.
- Oversee all aspects of facilities management.

Council is responsible for ensuring that there are sufficient nominations for the position of Treasurer; additional nominations are welcome.

The Treasurer is elected by the membership for a 3 year term of office, and may be re-elected for a further 3 year term.

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