

## **Job description for the post of Treasurer of EACH: International Association for Communication in Healthcare**

The Treasurer is elected for two years. The post-holder can be re-elected twice, resulting in a maximum possible term of six years.

The Treasurer has a 'watchdog' role over all aspects of financial management, working closely with other members of the Executive Committee and Association Management, to safeguard the organisation's finances. The Treasurer ensures that the responsibilities are met, but the accountancy work (book keeping) is delegated to appropriately qualified Association Management.

### **Duties of the Treasurer**

The Treasurer is responsible for:

1. Financial reporting
  - Present the Association budget at quarterly Finance meetings, and at Executive Committee meetings as required.
  - Report on the Association budget and present the annual audited accounts for approval at the Annual General Meeting (AGM), as required for the Charity annual return.
  - Liaise with designated staff of Association and Events Management about financial matters.
2. Charity annual return
  - Contributes to the annual return, which is legally required by the UK Charity Commission. This includes the Trustee Annual Report and the externally audited accounts.
3. General financial oversight
  - This includes working closely with Association and Events Management to understand the Association's annual budget and all events budgets, in terms of what is included and why.
  - For the annual budget, Association Management will create a draft budget based on items presented in Executive meetings, and items from the Presidents and Treasurer, which is then agreed by the Executive.
  - For events budgets, Association and Events Management will create the event budgets, in collaboration with the EACH leads for the event (e.g. the Planning Committee for EACH-hosted ICCH).
  - The main task of the Treasurer is to ensure that they fully agree with and understand the budget so that they can authorise invoices to be paid, either throughout the year or for the event in question.
  - The Treasurer must understand the EACH expenses policy and procedures so that they can authorise payment of expenses invoices throughout the year.
4. Help the Executive and Association Management to:
  - (a) Deliver EACH's financial policy and make any required amendments.
  - (b) Keep the Association's existing financial policies up to date (e.g. expenses claim policy, annual activities fund policy etc.) and draft new financial policies as required.
  - (c) Develop sponsorship and fundraising strategies.

Association and Events Management delivers the following, of which the Treasurer will be kept fully informed:

- Banking, book keeping and record keeping of EACH's finances.

- Creation of budgets, accounts and financial statements for the Treasurer and Executive to scrutinize.
- Ensure that record-keeping and accounts meet the conditions of funders and statutory bodies, including the UK Charity Commission.
- Ensure compliance with all relevant legislation.
- Advise on EACH's reserves.

### **Finance meetings**

The three Presidents, Treasurer and Association Management meet quarterly to discuss EACH's finances.

The annual review takes place in November. The full Executive is invited to raise priorities and attend this meeting. The purpose of the meeting is to finalise the budget for the following year, agreeing all items to be funded, allowances for the Advisory Committee and Sub-committees and any provisional funds to be set aside for work that may arise over the following year.

The purpose of the other meetings is to have an update on finances to date for the current year and re-assess the budget if needed.

These meetings can also be used to discuss financial items which require time beyond routine Executive meetings.