

## Treasurer

### Terms of Reference

#### 1. Introduction

The Treasurer oversees all financial aspects of the organisation.

The Treasurer is an Officer of UKCPA. He/she is elected from the General Committee membership and has a potential term of office for as long as the postholder is a member of General Committee, or until he/she steps down as Treasurer.

#### 2. Skills

The Treasurer requires skills in accounting and financial decision making. He/she should be familiar with the Association and should make financial decisions in line with the vision and aims of the Association. The Treasurer should also be aware of the wider financial climate which could impact on UKCPA.

#### 3. Key responsibilities

- To be an active member of the Business Management Group, the General Committee and the Education Planning Committee to advise and report on financial matters and financial status of the Association
- To carry out tasks as appropriate and as delegated by the Chairs of those committees
- To recommend membership fee and event prices to the Business Management Group for approval
- To present and recommend annual subscription fees and event prices to the General Committee for ratification
- To ensure that understandable systems are in place and operated by the UKCPA office, employees and committee members, as appropriate
- To ensure that funds are being spent in accordance with the Association's objectives, and that money given for a specific purpose can be seen to have been used correctly
- To assist in preparing annual budgets for the Association
- To prepare projected budgets (forward estimation of amount that will be required to keep the Association going for a period(s) of time)
- Together with the General Manager, to ensure accurate and up-to-date financial records are kept of all income and expenditure
- To be able to give an accurate picture of the Association's financial position at any given time
- To advise the General Committee and the Business Management Group on the financial status of the Association and report on other financial matters
- To support and advise the UKCPA Chair on financial matters arising in relation to recent or past actions of the Association

- To ensure action points from the General Committee relating to financial matters are completed in a timely fashion
- To undertake all duties as outlined in the Standing Financial Instructions
- To ensure that the professional approach to UKCPA business is safeguarding the investment of the profession and the membership
- To proactively represent the Association in response to future initiatives or requests, or select a suitable representative, to ensure that UKCPA is at the forefront of professional developments.

#### **4. Authority**

The Treasurer has the authority to request the financial accounts and documents relating to the Association at any point.

#### **5. Reporting and accountability**

The Treasurer reports to the General Committee and will present an annual financial report for the Annual General Meeting each year.

#### **6. Time commitment**

As a guide only, time commitment for the Treasurer is expected to be a minimum of 40 hours per year made up as follows (excluding travel time):

BMG business:	4 hours
BMG business in the form of Education Planning Committee Steering Group:	
EPC meeting at Spring conference:	3 hours
EPC meeting at Autumn conference:	3 hours
Teleconferences (two per annual conference, at one hour each):	4 hours
Spring General Committee meeting:	6 hours
Autumn General Committee meeting:	6 hours
Business Planning Meeting (over 2 days):	14 hours