

BRITISH SOCIETY FOR SURGERY OF THE HAND

Job Description – Honorary Treasurer

Nominated by Council and elected by the Society's Members at an AGM commencing on 1st January next following his election.

Term of Office – five years. Eligible for re-election.

Officer, a Trustee and a Member of Council.

The Honorary Treasurer shall collect all monies due to the Society and shall be the custodian thereof.

Presents the accounts of the Society each year to an Annual General Meeting.

The Honorary Treasurer is empowered to sign cheques on behalf of the Society. Authorised signatory on the bank accounts and investments. Cheques shall be signed by the Honorary Treasurer or in his absence or incapacity by the Honorary Secretary.

Council shall cause proper books of account to be kept with respect to:-

- (a) all sums of money received and expended by the Society and the matters in respect of which such receipts and expenditure take place;
- (b) all sales and purchases of goods by the Society; and
- (c) the assets and liabilities of the Society.

Proper books shall not be deemed to be kept if there are not such books of account as are necessary to give a true or fair view of the state of the affairs of the Society and to explain its transactions.

The books of account shall be kept at the office or in a place that Council shall think fit and shall always be open to the inspection of the Members of Council.

Once at least every year the accounts of the Society shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by one or more properly qualified Auditor or Auditors.

Auditors shall be appointed and their duties regulated accordance with Sections 159 and 162 of the Act and Section 14 of the Companies Act 1967 the Members of the Council being treated as the Directors mentioned in those sections.

Informs each Member when his subscription for the forthcoming year is due.

Annual subscriptions shall be determined by and annually reviewed by Council. Annual subscriptions shall be payable on commencement of membership and thereafter on June 1st each year. Members appointed on any date other than June 1st shall pay such proportion of the annual subscription as the Council may in its absolute discretion consider appropriate.

The annual subscription for Members shall include payment for the Journal of Hand Surgery (British & European, and American volumes). The annual subscription for other categories shall include payment for the Journal of Hand Surgery (British & European volume).

A Member whose subscription is twelve months in arrears and who has been duly notified thereof shall cease to be a Member of the Society. Re-instatement shall be possible with consent of the Council after formal application and payment of arrears has been made.

The Society's financial year shall end on 31st May.

Reviews monthly financial forecasts and provides a report to Council as Treasurer.

Represents the Society at functions as required.

Attends regular meetings with the Accountants and Investment Manager.

Reviews the Society's Risk Assessment Register.

Obtains information from the relevant parties to ensure that the year end accounts are compliant with the regulations imposed by the Charity Commission and Companies House.

Advises Council of a suitable level of subscription.

Expectations of the Honorary Treasurer by the BSSH Secretariat

To allocate time required to fulfil the role of Honorary Treasurer.

Ensures that cheques written to cover expenses are returned within a reasonable time scale.

Informs Secretariat of holiday and periods when unavailable to fulfil the role of Honorary Treasurer so that the Honorary Secretary can be approached.

Be aware that issues may need addressing and documents may need signing at short notice.

Takes the role seriously and takes notice of professional advice given by Accountants and Solicitors.