



## **National Treasurer - Job Description Two Year Post**

### **General duties**

1. Work closely with all members of the National Executive to carry out the business of the Association.
2. Attend all National Executive weekends which comprise of;
  - a. Executive meeting (generally Friday) and social event with local Tangent club (not generally Scottish & Irish lunches)
  - b. All seven Regional Lunches and any other events as required
3. Attend the AGM planning weekend planning meeting in January (Friday – Sunday).
4. Prepare reports and progress actions in line with the diary of the year.
5. Attend the National AGM from Thursday to Sunday, in order to present prepared reports, give information, and answer questions on all aspects of the role.
6. Reasonable expenses incurred on the Association's behalf are reimbursed.
7. Submit a brief article for each edition of the Tangent Newsletter, which can also be posted on the website, to meet publication deadlines.
8. Keep the National Treasurer's area up to date on the website through the Editor and Website Co-ordinator.
9. Attend Round Table Family Committee meetings if required.
10. Be the regional contact for a Tangent region as agreed with the Executive; send regular emails with information.
11. Assist with sales items at Regional lunches as required
12. Provide accurate and up to date information on the role of National Executive Administrator for the next post holder, and provide handover documents.
13. Make use of, and monitor, together with the Editor and Website Co-ordinator, Tangent social media in a responsible manner within the bounds of the Data Protection Act.
14. Ensure that all work is regularly backed up to the Executive Dropbox.

### **Specific duties associated with the role of Treasurer.**

1. Produce, and update, expenses claim guidelines and claim forms for members of the Executive including specific allowances for the National President.
2. Update the Capitation form ready for distribution in May each year. This is done in liaison with the National Secretary.
3. To receive and bank Capitations from member clubs and advise Executive Administrator to update the contact spreadsheet with capitations received from relevant clubs
4. To chase up Capitations from late paying clubs and notify Secretary and Membership Officers.
5. To maintain the accounting records of the National Association, to ensure the records are reconciled on a regular basis. Ensure that capitations recorded reconcile with those banked.
6. To liaise with an Insurance Broker on the level of cover for the members.

7. To liaise with the contracted regalia suppliers (PS Graphics) in matters relating to sales and regalia accounting. To oversee sales and regalia bank records and re-invest excesses where appropriate.
8. To pay suppliers.
9. To review the finances of the Association before each Executive meeting.
10. Prepare the budget to be presented and discussed at the January meeting, including proposed capitation for recommendation to the AGM.
11. Prepare the accounts before the January Executive meeting and arrange the audit of the accounts ensuring it is done in time to include the audited report and full breakdown of costs and the next years budget in the AGM Agenda - which is sent out at the end of January.
12. Present the accounts and your report at the AGM.
13. If Necessary find a replacement auditor,
14. Liaise and pay for the outgoing Executive members up to the value of £100.00 to present at the AGM, NB remember this includes those finishing a position on Executive and those finishing a position and taking up a new one on the Executive with the exception of Vice President and President

#### Sales items

1. Liaise with Vice President in the respect of Sales
2. Receive bank statements and balance sales account

This job description is not exhaustive and should be renewed annually in light of organisational changes.

*Reviewed November 2017*

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