

British Society of Abortion Care Providers (BSACP)

Treasurer - Job Description

Outline of the role

The Treasurer will have specific responsibility to work with the Chair(s), Officers and Administrator to ensure that BSACP keeps its finances in order, remains financially viable and maintains the highest standards of financial probity.

The Treasurer will support the Chair(s) and contribute to the overall goals of the BSACP.
The Treasurer is, ex officio, a member of Council of the BSACP.

Responsibilities of the role

The Treasurer will have the following responsibilities:

1. To work with the Chair(s), Officers and the Administrator to ensure that BSACP and its aims are supported at all times.
2. To be responsible for the following areas of BSACP work:
 - a. To investigate ways of generating income in order that BSACP can not only balance its books but expand
 - b. To oversee meeting costs to make sure that a profit is made
 - c. To ensure appropriate charges are made for BSACP training.

Reports to:

Chair(s) and Council

Main duties:

1. Attend 80% of Council and Officers' meetings (some held by telephone or Skype)
2. Keep a watchful eye on the finances of BSACP by monitoring bank statements
3. Ensure proper functioning of member subscription payment facility
4. Ensure all expenses are paid in a timely fashion
5. Ensure that an annual internal financial review takes place
6. Act as a spokesperson for BSACP, specifically on matters related to finance
7. Advise the Chair(s), Officers and Council on all matters relating to their areas of responsibility in a timely manner
8. Lead specific projects as required by the Chair(s) and Council.
9. Conform to BSACP policies and procedures

These duties may change from time to time by agreement.

Key working relationships:

- Chair(s) and other Officers/Council members
- Administrator
- Bank Manager

Commitments:

- Monitoring BSACP income and expenditure
- The Treasurer is required to attend the BSACP Council, the Officers' Group, the Annual General Meeting and other relevant committees.

Terms:

The Treasurer shall hold office for three years and be eligible for election to one further term of three years. Election takes place at a meeting of Council by a ballot from a list of nominations.

The position is not remunerated, although BSACP will reimburse travel and subsistence expenses incurred when on official duties.

Skills and attributes:

It would be desirable for candidates for election to this role to demonstrate that they are of good standing and have:

- a good understanding of the finances of BSACP
- good communication skills
- the respect of peers and confidence of the profession and specialty

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