

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS & OFFICERS

TITLE: Treasurer
ROLE: The prime purpose of the Treasurer is to assist the Club with all financial matters and to keep the Committee and all members informed of the Clubs financial position whenever required. The Treasurer is responsible for ensuring that the financial affairs of the BAS Club, Benevolent, Fuchs Medal, Laws Prize, Oral Heritage, Memorial Orchard are kept and recorded in a responsible manner. The role is for a three year period from election
RESPONSIBILITIES: <ol style="list-style-type: none">1. To record properly all receipts and payments concerning the Club.2. Set up and maintain the various bank Accounts with NatWest Bank plc in accordance with the mandate of having two persons to sign all cheques and being one of the signatories.3. To be responsible for keeping securely all the cheque books and the paying-in books4. To receive and record on data sheets the Annual Subscriptions paid either by Standing Order through the Club`s current bank account or by cheque or cash.5. Liaise with the Secretary to record subscriptions received by Paypal6. To maintain a continuous liaison with the Membership Secretary on all new applications and subscription payments and assist in reminding members of outstanding subscription payments.7. To reimburse proper and signed claims for Committee members expenses8. To maintain the Fuchs Medal, Law`s Prize, Benevolent, Memorial Orchard and Oral Heritage Funds in separate accounts at the NatWest bank in accordance with the mandate.9. Apply for and acknowledge the annual grants from the FCO for the Law`s Prize, Fuchs Medal and Benevolent Funds.10. To report on the financial situation of the BAS Club at the Committee Meetings and present an Annual Report for the Club`s AGM. To make sure the Treasurer`s Report and a copy of the audited accounts are included in the Minutes of the AGM and in the appropriate BAS Club Magazine.11. To prepare an annual income and expenditure account as of the 31st December each year, together with accounts in respect of the Law`s Prize, Fuchs Medal , Benevolent, Oral Heritage and Memorial Orchard, and arrange for these accounts to be professionally audited for presentation at the Club`s AGM.12. Receive all cost details associated with the Club`s AGM/Reunion, check and make all appropriate payments.